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# **SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES**

**FORTY-FIFTH  
ANNUAL REPORT  
FOR THE YEAR ENDED  
JUNE 30, 1982**

**VIRGIL L. CONRAD  
COMMISSIONER**

**SOUTH CAROLINA  
DEPARTMENT OF  
SOCIAL SERVICES**

**FORTY-FIFTH  
ANNUAL REPORT  
FOR THE YEAR ENDED  
JUNE 30, 1982**

**VIRGIL L. CONRAD  
COMMISSIONER**



**ANNUAL REPORT OF THE STATE COMMISSIONER**

**OF THE**

**SOUTH CAROLINA**

**DEPARTMENT OF SOCIAL SERVICES**

**TO THE**

**STATE BOARD OF SOCIAL SERVICES**

**FOR TRANSMITTAL TO**

**HIS EXCELLENCY THE GOVERNOR OF**

**SOUTH CAROLINA**

**AND TO THE GENERAL ASSEMBLY**

**1981-82**

**VIRGIL L. CONRAD, COMMISSIONER**

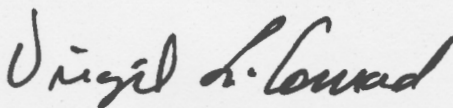
To the South Carolina Board of Social Services  
Columbia, South Carolina

Dear Board Members:

I hereby submit the forty-fifth Annual Report of the Department of Social Services for transmittal to His Excellency, the Governor and the General Assembly of South Carolina. This report summarizes the department's activities during the fiscal year ended June 30, 1982. Upon request, the department will furnish, in the form of special reports, any statistical or financial information not carried in this report which the Governor, the General Assembly or the Board may desire.

I wish to express my sincere appreciation for this chance to serve South Carolinians and for the assistance and support which I have received during the past year. My special thanks to the Governor, members of the Assembly and State government, members of the State Board, members of the advisory committees, and the staff and employees of the department.

Sincerely,

A handwritten signature in dark ink, reading "Virgil L. Conrad". The signature is written in a cursive style with a large, stylized "V" at the beginning.

**VIRGIL L. CONRAD**  
Commissioner



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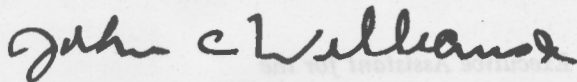
Columbia, South Carolina  
September 1, 1982

To His Excellency, Governor Richard W. Riley and The Honorable  
Members Of The General Assembly of South Carolina

Gentlemen:

The forty-fifth Annual Report of the State Department of Social Services covering the fiscal year ended June 30, 1982, is hereby submitted in compliance with the requirements of Section 43-1-210 of the South Carolina Code of Laws, 1976.

Respectfully submitted,

A handwritten signature in dark ink, reading "John C. Williams, Jr.", with a stylized flourish at the end.

John C. Williams, Jr., *Chairman*  
South Carolina Board of Social Services



**DEPARTMENT OF SOCIAL SERVICES  
EXECUTIVE STAFF**

*Commissioner* ..... Virgil L. Conrad

*Assistant Commissioner*

*for County Management Support* ..... Roy E. Payton

*Executive Assistant for Audits* ..... William C. Hall

*Executive Assistant for Economic*

*Services* ..... Harrison Rearden

*Executive Assistant for Health*

*Care Financing* ..... Gwen Power

*Executive Assistant for*

*Administrative Services* ..... J. Kenneth Shealy

*Executive Assistant for the*

*Office of Human Services* ..... Hiram Spain

*General Counsel*

*Agency Legal Counsel* ..... Reddick A. Bowman

*County Human Services Legal Counsel* ..... Stanley H. Kohn

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## INTRODUCTION

The Agency devoted this past fiscal year to continued development and refinement of systems in order to maximize the utilization of the available resources available as direct benefits to the citizens of South Carolina who are eligible participants in the programs administered by DSS. In promoting maximum utilization of available resources the Agency undertook a number of unique approaches.

- 1) A full-time Internal Audit Staff was developed to assure that program policies are carried to conclusion in the most efficient accountability and staff utilization in all DSS operations.
- 2) All State staff was moved into the DSS office building creating an immediate upgrade in the efficiency of operation and in the saving of all additional expenses involved in maintaining separate facilities.
- 3) Commenced a Community Work Experience Program (CWEP) in which recipient clients are placed in community employment which reduces their need for direct financial assistance.
- 4) Commenced a Health Care Financing Administration (HCFA) demonstration project to train and employ AFDC recipients as homemakers and as home health aides. In addition to reducing AFDC costs this program will assist DSS in providing more needed services to citizens without requiring additional permanent employed staff. The program is expected to result in a decrease of institutional placements of adults in need of services, which will directly reduce the use of Medicaid funds.
- 5) Recoupment of overpayment, overissuance and excessive payments to recipients and providers will be accomplished through the new collections unit in the Office of the General Counsel. In addition a separate training program is underway for all county food stamp staff which will enable substantial recoupment prior to litigation.
- 6) A Health Care Utilization program is in place and is identifying recipients who improperly utilize medical services funded by Medicaid. DSS is now able to identify these misusers and to refer them to appropriate health care counseling in order to correct the dangerous inappropriate use of health care. Significant savings occur when recipients are diverted from unnecessary overuse of Medicaid services.

DSS remains completely committed to insuring the best possible use of the resources with which the Agency has been entrusted to the maximum benefits to all citizens of South Carolina. On behalf of all citizens entitled to receive benefits, DSS expresses sincere appreciation to the General Assembly for its support and for the allocation of available funds.

## THE OFFICE OF THE COMMISSIONER

The Commissioner executes the decisions and carries out the policies of the State Board of Social Services. He also advises the Board on all Agency activities and programs.

During fiscal year 1981-82 the Office of the Commissioner was concerned with marshaling available financial resources and staff for a more efficient delivery of services and benefits to eligible recipients. The mandated reduction-in-force in October forced an internal reorganization of remaining staff into a more productive work unit. While primary concern was placed on fiscal economy, much effort was expended in continuing all services to recipients.

- 1) Project Integrity, a system of continuous reviews of the food stamp program, was commenced. This audit program determines the validity of the eligibility of food stamp recipients and reviews the accuracy and correctness of the recipients' current financial status. South Carolina is one of only two states initiating this cost-effective program.
- 2) Project FAIR (Fewer Abuses through Investigation and Recoupment) was instituted, and will become operational prior to January 1, 1983. The Agency, through comprehensive staff training and materials development, will concentrate on recoupment of funds expended through overissuance of food stamps through error or fraud, and will return a significant amount of money to the Agency.
- 3) In conjunction with Project FAIR the Agency Administrative Appeals Unit has been expanded for the sole purpose of conducting the required administrative hearings in the area of food stamp fraud and overissuance. This Appeals Unit is recognized by Federal regulations as conducting the type of judicial hearing necessary to reduce losses and to allow the Agency to retain a substantial portion of recouped funds.
- 4) New agency regulations were developed and published which provide for administrative sanctions against medicaid providers who are determined to be guilty of fraud, abuse or convicted of a crime related to his participation in the medicaid program.

Maintaining the integrity of the children's foster care program has remained an agency priority. In this regard, DSS made important strides.

- 1) The training of foster parents became a mandatory requirement for foster home licensing.
- 2) Less children are maintained in foster care at any given time; thus DSS has been able to provide foster care for more children each year at less annual expense.
- 3) The average length of foster care placement for children has been greatly reduced.



4) The agency held its first statewide Foster Children's Conference.

Those children not able to return to their parents' home benefitted greatly from the shortened stay in foster care through large advances made in our adoptive services. Over 400 children were placed adoptively, and over half of these were special needs children. Thus, the Agency, in one year, has been able to vastly increase completed adoptions and the number of children placed for adoption.

In addition, in order to better serve the needs of children, DSS licensed the first residential therapeutic treatment facility in South Carolina, and a contract was negotiated for the placement of DSS children in the facility.

The Agency recognizes sexual abuse of children as requiring special attention. DSS instituted thirteen (13) sexual abuse projects in the State designed to use a multi-agency approach to dealing with this serious problem. The Agency is continuing in providing this specialized training for personnel for the Agency, Department of Mental Health, and local law enforcement to upgrade the State's attack on this problem.

### **COMMUNITY LONG TERM CARE**

Community Long Term Care is a demonstration program of service and research on community-based health care for the aged and disabled. The project was developed as a result of concerns that few alternatives to nursing home placement are available to meet long term care needs. The purpose of the project is to provide information for planning state policies. A service management system and new community services are being tested as ways of helping disabled persons remain at home.

#### **Community Long Term Care System**

Based on the demonstration activities of the Community Long Term Care Project, the Long Term Care Policy Council recommended statewide implementation of a mandatory pre-administration screening policy and a service management program for nursing home level Medicaid patients who wished to remain at home. The Long Term Care Policy Council, established by the General Assembly, coordinates the CLTC Project as well as the Community Long Term Care System and provides overall policy direction. The statewide system is expected to become operational by October 1982. It is anticipated that service management will be provided for 15% of clients who are at nursing home level of care who choose to remain in the community. These clients will be served through existing community services.

### **OFFICE OF THE GENERAL COUNSEL**

The Office of the General Counsel was established on October 1, 1979, to provide the Department of Social Services with comprehensive legal

assistance in all administrative, program and human service areas and to provide legal assistance in all matters concerned with litigation.

Within the Office of the General Counsel there are two (2) units designed to meet the special needs of the Agency: the Division of County Human Services and the Division of Agency Legal Services. In addition, the Office of the General Counsel supervises the Division of Individual and Provider Rights, the Division of Investigation, and the Division of Public Information.

### **DIVISION OF COUNTY HUMAN SERVICES**

The Division of County Human Services provides legal assistance in all matters dealing with the protection and interests of clients. In this regard County Human Services attorneys represent the Agency in adult protection matters, day care regulation violations, and in terminating parental rights for children in need of permanent placement.

Four staff attorneys are individually assigned to each of the counties in the state and visit in the assigned county on an as-needed basis. In addition, the staff attorneys are responsible for management and prosecution of all cases in their assigned counties.

During FY 81-82 the Division of County Human Services commenced almost 600 new matters with regard to DSS programs, and concluded 508 different cases. Of those matters concluded by legal staff, 406 children were terminated from their parents and made eligible for adoption, 37 adult protective services cases were handled and the Agency participated in 265 matters concerned with custody being returned to the parents.

### **DIVISION OF AGENCY LEGAL SERVICES**

This division provides legal advice and counsel, and represents the agency in all legal matters not directly related to children or adult protective services, as well as drafting and reviewing contracts, agreements and related documents. The division represents the agency in both State and federal courts and is heavily engaged in litigation involving the State's Medicaid program. These activities include defense of major attempts to affect the administration of the Medicaid program, appeals of provider audits, and appeals of federal actions to disallow funding through grants and deny State plan amendments. Agency Legal also represents the Agency in cases involving the food stamp and AFDC programs.

This division also assists the State Office staff in the development of departmental regulations and policies in compliance with federal laws and regulations. The Agency Legal Services staff is responsible for coordinating the promulgation of departmental regulations and conducting public hearings for the purpose of receiving public comment as well as the collection of delinquent accounts receivable.



## INDIVIDUAL & PROVIDER RIGHTS

This division is responsible for the statewide coordination of client and provider appeals. Affirmative Action; Civil Rights; and Section 504 of Title V of the Rehabilitation Act. The division director works with the State Human Affairs Commission in resolving civil rights complaints filed through the Equal Employment Opportunity Commission or the Human Affairs Commission.

The Appeals Unit reviews client, licensee and provider appeals of agency decisions; conducts impartial administrative hearings; and prepares recommendations in accordance with state and federal laws and regulations. Final administrative decisions are given as provided in State regulation R114-35.1 effective June 13, 1978. During fiscal year 1981-1982 the Appeals Unit reviewed 998 appeals and conducted 547 administrative hearings; and prepares recommendations in accordance with state and federal laws and regulations. Final administrative decisions are given as provided in State regulation R114-35.1 effective June 13, 1978. During fiscal year 1981-1982 the Appeals Unit reviewed 998 appeals and conducted 547 administrative hearings around the state. The Appeals Unit also participated in training and developing the intensified efforts to process administrative fraud claims.

Affirmative Action supervises the program which provides an equal opportunity for all employees, regardless of race, sex, national origin, age, religion, and handicap. Goals are set for one year, three years, and five years. Reports are required from all county departments, and state office divisions for the express purpose of monitoring the goals. The ratio, overall is 63 percent white, 34 percent black and others. The Affirmative Action Plan of the agency was revised to encompass the new format and procedures promulgated by the Equal Employment Opportunity Commission and the State Human Affairs Commission.

The Civil Rights Unit established methods to assure compliance with Title VI of the Civil Rights Act of 1965 and processes civil rights complaints covered by this Act. During fiscal year 1981-1982, 263 compliance reviews were conducted of vendors and medical providers.

It is significant to note that out of 1,271 facilities reviewed 816 were in compliance with Title VI requirements. Nine alleged complaints were received and resolved. This unit also has the responsibility for statewide compliance with Title V, Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination against the handicapped.

## DIVISION OF INVESTIGATION

The Division of Investigation, under the direction of the Office of the General Counsel, was established to insure program integrity within the programs administered by the Department of Social Services. Investigation priorities are: (1) embezzlement and employee fraud, (2) provider



and vendor services under Title XIX and Title XX, and (3) recipient fraud.

During FY 81-82 the Division of Investigation received and verified 789 reports of violations, of which 661 were concluded resulting in 131 criminal prosecutions which identified the ultimate recovery of \$220,522.07 for the Agency.

### **PUBLIC INFORMATION OFFICE**

The Public Information Office endeavors to coordinate the public education and information services supportive to the agency's programs. General functions include planning, designing, producing, delivering and disseminating information to the general public, governmental entities and official and voluntary agencies. This office provides a central place where communicating within the agency and without, as well as through the media, can be effectively and professionally achieved.

It is also the responsibility of the Public Information staff to handle press conferences, represent the agency at various conferences and arrange for radio and television interviews with various members of the agency staff.

### **OFFICE OF AUDITS**

From its beginning in 1972 with a staff of three people, the Office of Audits has grown to a staff of 57 Audit and 71 Quality Control personnel. This Office has the responsibility for auditing and evaluating all program areas within the Agency. The rapid growth of the Office can be primarily attributed to:

1. Public demands in the area of accountability
2. A realization that audits are good management tools which increase the efficiency and effectiveness of programs administered by the Agency
3. The assumption of audit responsibilities of Medicaid providers (previously performed by Blue Cross/Blue Shield)
4. Transfer of monitoring functions (Quality Control and Food Stamp Program evaluation) to the Office of Audits

The Office was elevated to an executive level as a result of organizational renewal in 1978. Prior to this time, the Division of Audit and Control functioned as a section under the Chief of Staff's Office.

The Office of Audits performs professional and independent audits and reviews all areas within the Department of Social Services.

During FY 81/82 there were three divisions within the Office of Audits each of which was assigned areas of audit or review. The three divisions and assigned areas of audit and review responsibilities were:

## **I. Internal Audit Division**

- A. Internal review of Agency's Operations
- B. Purchase of Services contracts audits
- C. Agency Direct Operations audits
- D. Desk Audit of quarterly cost reports (Title XIX transportation contracts and Title XX contracts)
- E. Establish and maintain Audit and related Accounts Receivables
- F. County administered programs (Foster care, Emergency Relief, Protective Services)
- G. County administrative cost
- H. Special requests — County Operations
- I. County Food Stamp audits, evaluation reviews, and Corrective action follow-ups
- J. Food Stamp Program Data Analysis

## **II. Medicaid Audit Division\***

- A. Nursing home reimbursements and audits
- B. Hospital Final settlements
- C. Home Health Care Audits
- D. Medical Transportation Audits
- E. Community Longterm Care
- F. Special Request — Medicaid Operations

## **III. Quality Control Division**

The Quality Control Division is responsible for testing (on a sample basis) public assistance programs to estimate the overall quality of these programs. The areas reviewed include:

- A. Aid to Families with Dependent Children
- B. Food Stamp Program
- C. Medicaid

During the past fiscal year the division successfully implemented a federally funded project to integrate the AFDC and Food Stamp Quality Control Systems. This integration will reduce the total number of cases reviewed and the associated costs, without affecting the validity of the review findings.

This Division was transferred to the State Auditor's Office Effective June 18, 1982.

All audits and reviews include a review of financial records and certification and compliance procedures to ensure that the programs are administered in compliance with state and federal regulations. Although audits sometimes reveal suspected fraud or other misuse of funds, their main intent is to provide management with constructive recommendations for the improvements of these operations.

## OFFICE OF HUMAN SERVICES

The purpose of the Office of Human Services' program is to assist citizens in becoming self-supporting or self-sufficient, to protect them from abuse and neglect and reduce institutional care as appropriate. The Office of Human Services is composed of the following Divisions: Division of Adult Services, Division of Children and Family Services, Division of Child Development, Division of Title XX Planning and Contracts, Work Incentive Unit, and the Agency for Refugee Resettlement.

During fiscal year '81-'82, human services programs were funded through Titles IV-A, IV-B, IV-C and XX of the Social Security Act, as well as United States Department of Agriculture funds, federal funds for refugee assistance, WIN, CETA and certain grants through federal sources and the National Governors' Association. State appropriated funds were also used to assist in service delivery.

Through increased emphasis toward coordination with civic organizations and groups, other State agencies, including the Office of the Governor and the State Legislature, the Office of Human Services has utilized its resources to more effectively respond to the needs of the citizens of South Carolina.

### ADULT SERVICES DIVISION

During FY 81-82, the Adult Services Division continued to have responsibility for services to individuals aged 18 and over. The primary objective of the Division is to assist County DSS staff and agencies under contract in their efforts to provide quality services to all adult clients. Assistance is provided through supervision and consultation. The Division is also responsible for licensing Adult Residential Care Facilities.

During the past year, the Adult Services workers and supervisors received certification training in the Adult Services Program. This training was provided through a contract with Columbia College. Three days additional training was provided to Adult Services workers who handle adult protective services cases.

One professional staff position was added to the Division during May to assist with the Homemaker/Home Aide Demonstration Project (to be discussed later).

The Division was primarily responsible for the following services:

#### Adult Protective Services

The purpose of Adult Protective Services is to identify and correct conditions of actual or potential abuse, neglect, or exploitation of persons eighteen (18) years of age or older who are senile, mentally retarded, mentally ill, or likewise incapacitated. During FY 81-82, 2,024 new cases were reported to the State Office Central Registry. This was an increase of approximately 1% over the number reported in FY 80-81.



Emergency Caretaker Services for Adult Protection cases have been utilized in 16 counties. A total of 19 counties have registered caretakers. Also, the Emergency Fund continues to be a vital resource for the provisions of basic food, shelter, clothing, medical care, and court related evaluations. Legal assistance has been provided in 33 adult protection cases by DSS staff attorneys of the Office of General Counsel.

The Adult Protective Services Manual has been written in a new revised format. A certification program was fully implemented in FY 81-82 under contract with Columbia College for adult protective services case workers. Adult Protective Services workers and supervisors from all 46 counties received this training.

Efforts have continued to enhance public awareness of the adult protective services law and program. National professional seminars, television, radio, newspapers, magazines and a variety of workshops have provided a forum for this effort.

### **Alternate Care**

During FY 81-82, the Professional Standards Review Organization (PSRO) was disbanded and Community Long Term Care became responsible for determining medical necessity and level of care for Medicaid clients entering nursing homes. County DSS staff continued completing pre-admission assessments of Medicaid clients in the community who requested nursing home placement.

Due to the reduced funding, the number of Adult Day Care Centers funded by the Department declined from eleven to six. Also, the number of counties with Recreational Services for Adults programs declined from ten to six and 108 fewer clients received this service.

### **Battered Spouse Program**

The Battered Spouse Program was appropriated \$190,000 in state funds for fiscal year 81-82. The shelters in Greenville, Charleston, and Richland counties were refunded. Also, the Sumter County YWCA was contracted with for the establishment of an emergency shelter.

Other groups and agencies in the state have shown interest in resolving spouse abuse problems and the need for more services, including shelter care, is evident. County DSS staff are responding to these problems on a client by client basis by providing available agency services such as counseling, information and referral, AFDC and food stamps.

### **Homemaker Services**

In coordination with the South Carolina Commission on Aging, and the State Board for Technical and Comprehensive Education, all newly hired homemakers were trained at Technical Colleges as homemaker/home health aides according to the standards of the National Home Caring Council. Revision was begun on the Homemaker Services Manual

which was formerly the Homemaker Services Handbook. Revision of the Homemaker Services Chapter in the Adult Services Manual was completed.

### **Living Skills Development**

This service is provided to assist clients to either maintain or improve their capacity for functioning in the community. It aids in preventing family disintegration and inappropriate placement in institutions.

The services provided include counseling in household management, personal hygiene, nutrition and/or diet, consumer education and money management.

Approximately 3,500 adults received this service directly from DSS during the fiscal year.

### **Homemaker/Home Health Aide Demonstration Project**

The Adult Services Division submitted an application to participate in a Health Care Financing Administration (HDFA) demonstration project to train and employ recipients of Aid to Families with Dependent Children (AFDC) as Homemakers and Home Health Aides. Our state was selected as one of seven to implement this project over a four (4) year period. We began preoperational activities on May 20, 1982 with actual start-up scheduled for January 1, 1983.

Two potential cost saving approaches will be tested in the demonstration. It is anticipated that total AFDC costs will be reduced. In addition, the provision of Homemaker/Home Health Aides services to the elderly and disabled should result in decreased institutionalization and a reduction in medicaid expenditures.

### **Special Services for Handicapped and Disabled Adults**

Services for handicapped and disabled adults are provided through purchase of service contracts with other agencies. The activities provided by this service vary according to the needs of the individual. Clients with speech or hearing problems receive speech therapy or help with their hearing problems. Specialized activity programs for adults with special needs enable them to participate, usually in groups, in constructive activity. Counseling is also provided to these clients and their families to enable them to better cope with the client's problems. This year 1448 adults received this service.

### **Licensing Unit**

During FY 81-82, the Licensing Unit either licensed or relicensed a total of 132 adult residential care homes representing a total of 2,440 beds. During this period, six facilities either declined to reapply for licensing, voluntarily relinquished their licenses or failed to meet licensing standards and had their licenses revoked.

At the end of the fiscal year, as a result of new construction or

renovation of existing facilities, applications from 39 facilities were being studied for licensure. These potential facilities represent a total of 985 beds.

A "Resident Rights" poster was developed and required to be posted in all facilities.

The recruiting of Residential Care for Two Adults was moderately successful during this fiscal year as nine facilities of this type were licensed.

Although the State Board has approved revised Licensing Regulations, they have not been presented for legislative review, pending action by the Ad Hoc Committee on Fire Safety in developing a standardized set of fire safety requirements in residential care type facilities.

### **SOCIAL SERVICES BLOCK GRANT (TITLE XX)**

The Title XX Planning Unit is responsible for developing the state's Title XX Social Services Block Grant plan and the post expenditure report. During 1981-82, activities centered on producing the program plan for 1982-83. Those activities included:

- Analysis of the impact of the block grant legislation and reduced funding level.
- Attendance at public meetings held by the Governor's Office to solicit public input regarding the 1982-83 program plan.
- Coordination with the Governor's Office and other appropriate divisions within the agency.
- Preparation of information for the State Social Services Advisory Committee and participation at Committee meetings.

In addition, the Title XX Planning Unit initiated a planning and evaluation design to be used in developing subsequent Title XX plans.

### **CASE MANAGEMENT**

Case Management is responsible for developing policies and procedures for efficient and effective delivery of social services that are compatible with federal and state regulations. Training, technical assistance, and consultation is provided to contractors and program staff to ensure uniformity throughout the state.

In addition, other responsibilities include developing annual unit cost reports, workload standards, monitoring the accuracy of the Human Service Reporting System, recommending changes for improvement, and analyzing and interpreting management reports.

Major accomplishments during fiscal year 1981-1982 include:

- (1) Coordination with the Governor's Office and other appropriate divisions within the agency data collection changes.
- (2) Organizing and rewriting the Case Management Manual.



- (3) Completion of Phase 1 of converting the Title XX Client Information System into a Human Service Reporting System.
- (4) Joint authorship of the development of the Workload Standards Project.

### **WORK INCENTIVE PROGRAM — WIN II**

The Work Incentive Program is designed to assist welfare applicants/recipients attain economic independence through employment by providing for a coordinated aggregation of social and employability services. Child care, counseling, training, job seeking and job retention skills, and job placement are among the services offered.

The WIN Program is jointly administered by the South Carolina Department of Social Services and the Employment Security Commission. Until March, 1982, a statewide WIN Program was operated. Congressional action reduced the FY '82 WIN budget by thirty-four percent (34%). Consequently, thirty-nine (39) counties became exempt from WIN. The counties which continue to operate WIN are Aiken, Charleston, Florence, Greenville, Orangeburg, Richland, and Spartanburg. These counties contain about forty-two percent (42%) of the State's AFDC population.

WIN registration is a condition of eligibility for AFDC for all persons at least sixteen (16) years of age who apply for AFDC or who are receiving AFDC unless exempt by reason of health, handicap, home responsibility, advanced age, student status, or geographic location. On June 30, 1982, there were 8,300 recipients of AFDC in the seven (7) WIN counties registered. Ninety-six percent (96%) of the registrants are female and sixty-seven percent (67%) have achieved less than a high school education.

A coordinated aggregation of social and employability services are provided WIN registrants. Services include job preparation and retention services, day care, job counseling, transportation, home management, family planning, work experience, training, and job referrals and placements.

During the year arrangement or provision of supportive services was completed for 1,741 WIN registrants. Employment follow-up services were provided for 1,914 registrants to help prevent problems which might result in termination of employment.

Annualized welfare grant reductions for the year were \$1,756,123 which resulted from 1,048 AFDC clients going off of AFDC and 784 having reduced grants due to employment. Monetary savings other than welfare grant reductions include food stamps, Medicaid, public housing, and staff time.

A comparison of WIN activity for Fiscal Year 1981 with activity for Fiscal Year 1982 is outlined as follows:

<i>Activity</i>	<i>FY 1981</i>	<i>FY 1982</i>	<i>% Difference</i>
New Regulations . . .	7,931	6,797	-14%
Appraisals . . . . .	7,200	4,096	-43%
Certifications . . . . .	3,699	1,741	-52%
Entered Unsubsidized			
Employment . . . .	2,988	1,914	-36%
Job Retention Rate .	89%	89%	0%
Registrants Off			
AFDC Employed	1,030	1,048	+2%

The high unemployment rate and the reduction to WIN funding have had an adverse effect on the WIN Program for the year. However, the WIN Program will continue to work towards increasing both employment and training opportunities and the availability of supportive services needed by WIN registrants.

### **DIVISION OF CHILD DEVELOPMENT**

The Division of Child Development administers child funds appropriated through the General Assembly, Social Services Block Grants (SSBG), the Appalachian Regional Council (ARC) and the Comprehensive Employment Training Act (CETA); serves on statewide and national councils regarding early childhood development and education; issues licenses, approvals and registrations, and enforces existing regulations and standards; councils needs assessments and evaluation studies; provides training and technical assistance to child care providers in curriculum development, staffing, parent involvement, parent education, and health and nutrition; reviews Head Start grant applications, Social Services Block Grant child care proposals and training proposals projected for SSGB programs.

To improve the quality of life for our children and their families, the Social Services Block Grant Child Development Program seeks to promote the physical, social, cognitive and emotional development of the children in order to maximize their total functional capabilities and to strengthen the family unit as well as the economic well-being of the family by enabling the primary caretaker to participate in training/school/employment.

The program offers eligible children a planned program of age appropriate developmental activities and/or summer supervision (when necessary) provided in a safe and healthy environment, health assessment and immunization, and nutritious meals. Through this program parents receive information about parenting skills, about health and social services available in the community and assistance in obtaining these services. The program encourages parental involvement by offering parents the opportunity to observe the program and their children, to meet with caregivers

to discuss their children's needs and their progress, and to participate in general program policy-making.

As mandated by regulatory statute, the department also ensures minimum levels of protection and supervision of children in out-of-home child day care provided through both the public and private sector. Furthermore, through its contract with the Appalachian Health Council, the department monitors and provides technical assistance to ARC projects. These projects offer children and their families day care as a supplement to the public school program which extends the kindergarten day to accommodate the needs of working parents; services for exceptional children; training for parents and caregivers; health education; and health services for high risk infants.

During fiscal year 1981-1982, a total of \$11,770,000 was allocated in Social Services Block Grant funds for Child Development thereby providing services to approximately 5,000 children enrolled in the program. Approximately 3,500 children received services with the assistance of about \$980,000 in ARC funds. Through contracts with the Governor's Office, \$315,267 was allocated for 205 child care slots for children of parents participating in the CETA program. The Division of Child Development licensed, registered or approved close to 2,250 facilities which have the capability of serving over 63,000 children.

There were several major accomplishments in fiscal year 1981-1982. In compliance with the proviso in the Appropriations Act, Florence and Richland County Child Development Direct Operation Programs (320 children) were transferred to contract providers. Additionally 50 slots were transferred from the Spartanburg County Child Development Program to contract providers. New regulations for child day care facilities were approved by the DSS Board and the State Legislature and became effective on June 11, 1982. The Division expanded efforts for training staff in child day care facilities to include *all* regulated child care facilities (not only those receiving SSBG funds). Four regional Training Advisory Boards were established and the DSS-DCD quarterly training calendar was developed and distributed. From January through June 1982, over 2,000 caregivers have participated in approximately 85 training sessions. Division staff coordinated with other agencies serving pre-school children on activities impacting children and their families, i.e., development of Statewide Comprehensive Plan for Early Childhood Development and Education; Catalogue: Early Childhood Media Clearing-house, a listing of non-print resources: "Promises" Phase I, media training production for caregivers of children 3 and 4 years old aired on ETV; "Promises" Phase 2, geared to teen-age parents and parents of children 0-2. The Division also continued to assist the State Department of Education in training and monitoring activities for home-based programs. Planning was initiated which will make the Child Development



Program more responsive to children receiving Protective Services and children identified as Learning Disabled.

#### **SOUTH CAROLINA AGENCY FOR REFUGEE RESETTLEMENT**

On August 8, 1975, the South Carolina Indochinese Refugee Agency was established to implement the Indochina Migration and Refugee Assistance Act of 1975 (P.L. 94-23), to serve an influx of approximately 1,500 Indochinese refugees in South Carolina who fled the overtake of their countries by communist forces. Following the passage of P.L. 96-212 (the Refugee Act of 1980), on August 29, 1980 and subsequent germane legislation the Agency was renamed the South Carolina Agency for Refugee Resettlement to reflect the enlarged scope of its responsibilities to serve all refugees<sup>1</sup> resettled in South Carolina, and on September 22, 1980, the Governor confirmed the designation of DSS as the State Administrator for the Refugee Resettlement Program. The South Carolina Agency for Refugee Resettlement is a service agency of an emergency nature and orientation furnishing temporary (interim) aid and assistance to the refugees in South Carolina, without distinction of country of origin.

The responsibility of the Agency is to facilitate the provision of services needed by the refugees, and in so doing to preclude chronic and entrenched maladjustment and its concurrent social services (welfare) dependency. To preclude this societal maladaptation, the Agency function tends toward the comprehensive and generic, with all service activity being designed as leading toward client self-sufficiency.

Since 1975, the Agency activities and projects enabled the refugees in South Carolina to be self-supportive much earlier than the national average, thus consistently having one of the lowest ratios of refugees receiving cash assistance of the nation (during Fiscal Year ending June 30, 1982 28% of the less-than-three-years-in-the-U. S. refugees received public assistance in South Carolina, as compared to the 54% national average).

During FY 81-82 500<sup>2</sup> refugees are known to have resettled in South Carolina, of that number about 400 have stayed, bringing the total refugee population to 2,121<sup>2</sup> (June 1982).

During the year ended June 30, 1982:

- a. The Agency organized eleven (11) English as a Second Language (ESL) classes in Aiken, Anderson, Charleston, Columbia, Greenville, Greenwood, Myrtle Beach, Rock Hill and Spartanburg. In addition to ESL, instruction included other communication skills and cultural orientation for 20 hours per week. These structured classes served a total of 139 refugees. Assistance for transportation

<sup>1</sup> In this report the term "refugee" includes such and the Cuban/Haitian entrant as admitted into the U. S. by INS (Immigration and Naturalization Service).

<sup>2</sup> Derived from monthly counts which include reports from the Voluntary Agencies. It is estimated that 10% of the population go unreported.

and child care were also made available to ESL participants.

Of 65 ESL participants who went through the ESL Project, 34 (52%) went into higher training (GED and TEC), 4 (6%) moved out of State, 3 (5%) left to care for their families, 9 (14%) could not continue to attend because of transportation problems, 8 (12%) left and were not immediately employed, 1 (1%) had to be terminated for unruly behavior in the classroom, and 3 (5%) were affected by site closure (in Aiken, they continued to be served by Aiken Adult Education, with support services by the Agency). Additionally, an estimated 60 refugees received ESL instruction through other local Adult Education classes, and volunteers of the S. C. Literacy Association and various Church groups.

- b. The Agency implemented the use of the South Carolina Occupational Information System computerized data banks with 4 portable terminal printers, enabling both Agency's and contractor's staff to directly provide career counseling, job orientation and job search in the main refugee native languages.
- c. The multi-lingual staffs of the Agency and of its Human Services contractor served more than 500 refugees in their emotional, cultural and social adjustment through approximately 1,000 counseling sessions and other face-to-face interventions; whenever appropriate, employment counseling was also provided (see item b above).
- d. With the assistance of DSS Children and Family Services Division, the Agency resettled 6 unaccompanied refugee minors in foster homes across the State and provided all special counseling services for these children. By June 30, 1982 there were a total of 14 unaccompanied refugee minors in South Carolina.

In addition, the Program responded in the appropriate manner to 11-13 telephone requests daily, from initial identification of services needs to complete follow-through.

Concurrently, the Agency must translate the unique needs of the clients to other agencies involved, as the cross culture differences and language barrier are magnified in a service provider-client relationship not properly introduced or structured.

The Agency Coordinator is also responsible for monitoring daily, all national and international information, government rules and regulations pertaining to its clients, such as Immigration and Naturalization Services (INS) regulations, and interprets the materials for both refugees and sponsors, disseminating the applicable information in the main native languages through a multi-lingual newsletter (English, Vietnamese and Lao).

In summary, the South Carolina Agency for Refugee Resettlement serves as a linkage of socio-environmental systems for its clients, seeking to

be immediately responsive to needs and enabling client social access and self-sufficiency.

## **CHILDREN AND FAMILY SERVICES DIVISION**

### **Adoption Program**

**FY 81-82**

It is the foremost task of the Adoption Program to place children with adopting families who are committed to fulfilling the children's physical and emotional needs. In achieving this goal services are provided to:

- Genetic parents releasing their children for adoption
- Families interested in becoming adoptive parents
- Children awaiting adoptive placement
- Families who have adopted children (post placement services)

Additional activities of the Adoption Program are:

- Recruitment
- Community education
- Post adoption services
- Advocacy
- Program development
- Training

#### *Services to Children*

During FY 81-82 the Adoption Program was responsible for the placement of 403 children. The following statistics provide more detailed information regarding these placements.

Total number of placements .....	403
Department of Social Services .....	362
Provider agency placements .....	41
Foster home placements .....	107
Number of sibling groups placed .....	59
Number of children placed with medical subsidy .....	37
Number of children placed with supplemental benefits .....	163
Number of school-age children placed .....	176
Number of special-needs children placed .....	220
Number of children placed out of state .....	14
Number of children replaced .....	4



The following chart provides information regarding the children placed by age and race.

	<i>White</i>	<i>Black</i>	<i>Bi-Racial</i>	<i>Total</i>
0-1 year .....	57	45	2	104
1-3 years .....	26	30		56
3-6 years .....	37	26	1	64
6-12 years .....	57	43	1	101
12+ years .....	<u>52</u>	<u>26</u>	<u>—</u>	<u>78</u>
TOTAL .....	229	170	4	403

The philosophy of this program is that every child deserves an opportunity to be placed with an adoptive family regardless of his physical, emotional or mental condition. Thus recruitment and community efforts are made to place every awaiting child. Additional efforts have gone into specific recruitment in order that a permanent family may be identified for him/her regardless of their special conditions or needs.

As of June 30, 1982 the following chart reflects the number of children free and available for placement:

	<i>White</i>		<i>Black</i>		<i>Bi-Racial</i>		<i>Sub-Total</i>		
	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Totals</i>
0-6 months .....	0	0	0	0	0	0	0	0	0
7-12 months .....	0	0	0	0	0	0	0	0	0
1-3 years .....	2	1	2	3	0	0	4	4	8
4-5 years .....	2	2	3	5	0	0	5	7	12
6-7 years .....	5	3	5	1	0	0	10	4	14
8-10 years .....	8	6	5	2	0	0	13	8	21
11-13 years .....	12	4	12	8	0	1	24	13	37
14 & older .....	23	16	25	12	0	1	48	29	77
TOTALS .....	52	32	52	31	0	2	104	65	169

### *Services to Families*

During FY 81-82 we continued our group assessment program and additional staff were trained to conduct these groups. Additionally two training sessions were held for adoptive parents who assist as co-leaders. It was our goal to assess the family's readiness for adoption and to prepare the family for placement. Following placement, post-placement services are provided in order to insure that the family and the child have the support necessary for a successful adoption.

As a part of this effort the TEAM approach is utilized in order for experienced adoptive parents to assist with this process. Statistics relating to services to families provided by the adoption program during FY82 are as follows:

Number of families assessed and approved by State Office . . 490

### *Regular Placements — 490*

	<i>White</i>	<i>Black</i>	<i>Black/White</i>	
1st application ..	262	179	1	
2nd application ..	27	14		
3rd application ..	<u>5</u>	<u>2</u>	<u>—</u>	
TOTALS ...	294	195	1	Total 490

### *Number of Families Receiving Placements*

Regular Placement Totals ..... 192

<i>White</i>	<i>Black</i>
114	78

Foster Home Placement Totals ..... 84

<i>White</i>	<i>Black</i>
42	42

Provider Agencies/Irregular Totals ..... 47

<i>White</i>	<i>Black</i>
28	19

Total Number of Families Receiving Placements ..... 323

Number of adoptions completed during FY 81-82 ..... 355

Families receiving post-placement services ..... 790

Number of cases receiving post-adoption services ..... 53

### *Major Accomplishments*

1. Although there was a decrease of two state office staff members and further reductions at the local level, the adoption program placed 403 children, over half of whom were special needs placements.
2. Recruitment activities included the implementation of child specific recruitment programs by television stations in Greenville, North Augusta and Charleston.
3. In addition to our contracts with provider agencies being continued we increased our out-of-state resources and placed a significant number of children through our out-of-state placement program.
4. In coordination with the Council on Adoptable Children three activities were held which provided adoptive families the opportunity to meet special needs children available for adoption.
5. There was a significant increase (from 39 at the end of 1980 to 163 by 7-1-82) in the number of children referred to the South Carolina Seedlings Exchange Book.
6. The Adoption Program implemented the TEAM program being one of the first states in the nation to do so. This program utilizes experienced adoptive parents in all aspects of the adoption program.

7. Group assessments continued to be utilized as an effective method of preparing families for placement. Two training sessions regarding this method were held which included both staff and adoptive parents.
8. Adoption month included activities such as "Adoptive Family of the Year" banquet.
9. In coordination with the Black Adoption Committee community education activities were carried out and a grant was received from the Adoption Resource Center to expand the current activities of this committee.
10. The training of staff took on a more significant role during this past fiscal year. Staff were involved in conducting certification training, planning and implementing re-certification training, staff participated in additional workshops and seminars including the University of Georgia Special Needs Adoption Training Program.
11. In order to assist with post-placement services, children's groups were conducted in conjunction with parent support groups.
12. During FY 82 a graduate student unit was established within the Adoption Unit. These graduate students, in addition to having structured learning experiences were able to assist with and carry out adoptive placements.
13. Post-legal services were provided to 53 cases in which counseling and summaries were provided to adult adoptees and/or biological/ adoptive parents.

#### *Goals for FY 82-83*

The major goals for the Adoption Program for the coming fiscal year are the following:

1. Implementation of the Black Adoption Project, the purpose of which will be to recruit and prepare Black adoptive families for special needs of children.
2. Expansion of the TEAM program, especially in the area of resource families.
3. To increase the number of resources for special needs children particularly for adolescents.
4. Development and conducting of developmental training for resource families.
5. Conducting of six program reviews including correction action plans which will enhance local adoption services.
6. To increase the distribution of the Seedlings Exchange Book, participation in the Southeastern Regional Exchange, thereby increasing the number of resources for special needs children.
7. Development and conducting of specialized training regarding post-placement services.



### Child Protective Services

The Child Protective Services Program provided services to 26,385 children and their families during 1981. This number reflects 11,859 investigations, of this number 3,950 were indicated for abuse and/or neglect. State Office staff investigated 128 reports of Institutional Child Abuse and Neglect, 84 of which were indicated.

Program and policy development activities include the following:

1. The development of a new program review format. This format covers the child protective services process (intake, assessment and treatment), the Legal systems involvement (Law enforcement and Family court), and recommendations for program improvement. Program reviews were completed in five counties.
2. Procedural guidelines for the handling of cases which involve the death of a child were developed and disseminated to county offices.
3. A Child Protective Services intake form was developed and distributed for use by county staff.
4. Regulations for the investigations of institutional abuse and neglect were drafted. They have been reviewed by DSS Legal Services staff and staff members from eleven public and private institutions. This same group reviewed proposed guidelines for defining institutional abuse and neglect developed by this agency.
5. The basic design for a new CAN Central Registry was developed and arrangements for purchasing computer programming consultation services were completed. The new system will be made operational by October 1, 1982.
6. The Expert Witness and Consultant Program was expanded to include 29 Human Service professionals. The disciplines represented include: medicine, psychiatry, psychology, social work, speech pathology, audiology, nursing, and radiology. The program provides consultation to county staff on difficult CAN cases.
7. Thirteen Sexual Abuse Projects were initiated across the state which use a multi-agency approach to the investigation and treatment of incest. The agency provided training for DSS, DMH and law enforcement personnel. The training was designed to assist the 13 local agencies in learning how to investigate, treat incest and develop the multi-agency approach, using local resources.
8. The Emergency Caretaker Program served 196 children and their families at a cost of \$25,345.
9. The Mondale Grant application was submitted for a budget for FY 82-83 of \$103,337.
10. Funding was awarded to the South Carolina Child Protection Advisory Committee Spring '82 Conference for Multi-disciplinary Teams.

### Training activities included:

1. In-service training for the following sister agencies or community groups:
  - a. Headstart staff at Voorhees College;
  - b. District I Columbia City Police Department;
  - c. Spartanburg Foster Parents Association;
  - d. Welcome Baby Volunteers — Council on Child Abuse and Neglect;
  - e. Camp Logan — Department of Mental Health;
  - f. Department of Youth Services;
  - g. Planned Parenthood;
  - h. Chester Multi-disciplinary Team.
2. The expansion of the certification training to three weeks. Three sessions were held during this fiscal year.
3. A statewide conference on Institutional Child Abuse and Neglect for Administrative and line staff of public and private residential facilities.
4. In-service training for four counties dealing with improved delivery of services.

The agency continues to maintain linkages with the community through its involvement and participation on advisory boards. Some of these boards include:

1. The SIDS Council — DHEC;
2. The Council on Child Abuse and Neglect;
3. Richland Memorial CAN Treatment Team;
4. The Child Protection Advisory Committee;
5. Regional Institute on Social Welfare Research — Region IV CAN Resource Center;
6. The Governor's Task Force on the Prevention of Child Abuse and Neglect;

Co-sponsored conference on domestic violence with the Department of Mental Health and the South Carolina Commission on Alcohol and Drug Abuse.

### Substitute Care Unit

The Department has been mandated to license those child caring facilities, child placing agencies and foster homes which provide residential care for children and are not exempt under the State's current licensing law. The residential facilities include foster family homes and group care facilities.

As one component of substitute care/group care, staff is responsible for public awareness, training group care staff, provision of technical assistance and consultation, development of new facilities as well as the

licensure of this type facility on an annual basis. There are currently sixty-three (63) licensed group care facilities throughout the state with two (2) new facilities being licensed in the past fiscal year. There were also eight (8) child placing agencies relicensed. All facilities received consultative services and technical assistance while six (6) community groups were provided technical assistance in the possible establishment of a group care facility. There are currently four (4) group care facilities pending licensure. Approximately four (4) group staff persons representing four (4) facilities received training during the past year by the Department.

The foster home component is responsible for the recruitment, development, training and licensure of foster family homes. During the past year, there was an increase of nine (9) foster homes with there currently being seventeen hundred and eight (1708) licensed homes in the state. The unit continued to assist counties with radio and television public awareness and recruitment programs. Foster Parent training is mandatory for licensing and relicensing and is an ongoing process in the counties. The unit was also directly involved in the location and placement of approximately several hundred special needs children. Each County Department in the state now has a minimum of one (1) person who has been trained to train foster parents within their county.

The Therapeutic Foster Home Program remains operational. The program is designed for those emotionally disturbed children who are freed or will be freed for adoption within a six (6) months period of time. During FY 81-82 eleven (11) families participated in the program providing care for sixteen (16) children.

The unit, in conjunction with Refugee Resettlement Agency, continued the foster care project for unaccompanied refugee minors who were coming into South Carolina. There are currently thirteen (13) refugee children in this program. A task force consisting of agency staff and foster parents has been organized to develop and implement training needs and recruitment of homes for both Haitian/Cuban and Indochinese children.

There were eight (8) children who received residential treatment through an out-of-state residential treatment resource during the past year. Three (3) of those children have now been returned to South Carolina.

The Fair Play Wilderness Camp School was licensed for the care of 20 boys. This facility is designed to provide therapeutic treatment for emotionally disturbed adolescents. Nineteen (19) boys have received care during the past year.

The Agency in conjunction with the Foster Parent Association sponsored the annual State Foster Parent Conference in April which was attended by several hundred foster parents. The Agency also sponsored a selected number of foster parents to attend the regional and national foster parent conference. The association, in conjunction with the State Department continued to distribute the newsletter to the State's foster



parents on a regular basis. There are currently twenty-eight (28) Foster Parent Associations in the State.

### **Preventive Services (Living Skills)**

Preventive Services is a program designed to provide services to high risk families in danger of disruption; to assist these parents in fulfilling their child-rearing roles and in providing and maintaining a stable home conducive to meeting family needs thereby preventing the placement of children in substitute care and reunifying families where placement has occurred.

During FY 81-82, our County Task Force met on a regular basis to develop policy and procedures to implement the preventive services program. A first draft manual has been completed by State Office staff.

We currently have three (3) pilot counties (Spartanburg, Florence, Beaufort) now developing and implementing the program. Three (3) other counties (Bamberg, Chester, Marlboro) have agreed to participate as pilots. Staff have been working with all six (6) counties giving technical assistance, consultation, and some training. The draft manual is being field tested in the pilot counties.

### **Interstate Placement Unit**

During the final days of the legislative session of 1980, the Interstate Compact on the Placement of Children was enacted. South Carolina became the 46th state to join the Interstate Compact. The Department of Social Services is responsible for administering foster care and relative placements under the compact. The compact took effect July 1, 1980.

Interstate placement services are needed for children whose genetic family cannot provide a stable family life or suitable home environment. Interstate Placement Services acts as a clearinghouse in arranging placement into or outside South Carolina for children going into placement with relatives or foster parents. Assistance is given in court cases when custody or children is in dispute. Such assistance involves: home evaluation; recommendations on suitable placement; supervision following placement; court studies; and securing interstate placement agreements on financial and legal responsibility with the agency holding custody of children.

During an average month, Interstate Placement Services acts as a clearinghouse for 283 requests for services. An average of 245 interstate placements are arranged and approved during the fiscal year. These placements represent more than 325 children coming into or leaving the state for whom placement plans must be arranged.

Also during 1981-82 the following actions were planned and executed:

1. Provided ICPC training to 107 County and State Social Services Workers.

2. Coordinated ICPC training for South Carolina Judges with Department of Social Services Staff Attorney, Stanley Kohn. (This training was greatly needed because many Judges were not aware of the ICPC Law and they were making decisions contrary to this law).

### **Permanency Planning Unit**

The Permanency Planning Unit is responsible for assuring that all children needing substitute care are provided the best placement planning to meet their needs, with the long range goal of affording an appropriate permanent placement.

Whenever possible, return to the biological family is the primary objective for children in foster care. However, indicative of the agency's commitment to averting long-term foster care and ensuring permanency for children who cannot return to their biological parents, adoption has increasingly become a viable alternative. Permanency, whether through the biological family, adoption, or permanent foster care, has become the goal for children served by the Department of Social Services.

The Permanency Planning Unit develops policy and program standards, assures that policies are adhered to and provides technical assistance and policy interpretation to county program staff. Approval is required by the State Permanency Planning staff on all termination of parental rights actions and permanent foster care requests. During the past fiscal year, the State Office staff approved permanent foster care for 108 cases and termination of parental rights in 171 cases. In an effort to develop the most appropriate permanent placement plan for children, State and County Office personnel staffed 199 cases.

The focus of permanency planning policy is to assure permanency for each child in the care of the Department of Social Services. The review process provides guidelines for a quarterly administrative review by a higher level departmental staff and/or an external review system for every child in foster care. During the past fiscal year, a total of 433 cases of children in care for a minimum of fifteen (15) months were reviewed by State Office staff.

The automated foster care tracking system has become operational on a statewide basis for all children in foster care. This system provides information for program management and evaluation at all levels in the area of substitute care, resource development and permanency planning. It provides general demographic data on children living in substitute care situations. The system also provides specific information on each child and aids staff in ensuring the development of permanent plans for each child in the Department's care.

The Permanency Planning Unit approves funding requests for unmarried mothers entering maternity homes. There were 176 unmarried mothers who were approved for admission to Florence Crittenton.

Concurrent with permanency planning policy development and implementation, a statewide specialized training program for permanency planning workers continues as an ongoing commitment of the agency to upgrade and maintain staff competency levels. All direct delivery staff must initially successfully complete and be recertified on a regular basis in order to provide foster care services. During the past year, there were 151 casemanagers who were initially certified while 156 casemanagers were recertified.

A combined clothing and school expense allowance of \$57 was made available to foster children during the past fiscal year.

Indicative of the fact that children are no longer languishing in the foster care system is the fact that approximately 4,674 children were served during the past fiscal year, while on June 30, 1982, there were only 3,291 children in care. The latter number also includes children who have been returned to their families and are being supervised as well as those children for permanent foster care in the permanent plan.

The Department of Health and Human Services conducted a federal review of the permanency planning program and determined that the agency was in compliance with PL96-272, the Adoption Assistance and Child Welfare Act of 1980, for the 1981 and 1982 fiscal years.

The Agency has increasingly become sensitized to the contribution which the child himself can make in improving the system. To our knowledge, the state sponsored the first statewide conference of foster children in the nation. Approximately 50 children met and discussed positive and negative aspects of foster care as well as made suggestions for program improvement. As a result, several policy and procedural changes were discussed and some are currently being implemented.

## OFFICE OF ECONOMIC SERVICES

The Office of Economic Services oversees the activities relating to money payments and administers the programs providing economic assistance to the clients of the agency. The executive assistant for this office is responsible for four divisions which provide the county departments of social services and other entities of the agency with program manuals, and the interpretation of federal and state laws and regulations. In summary, the functions of this office include the procedures for determining eligibility.

The four divisions are: Assistance Payments, Child Support Enforcement, Food Stamps and Program Support. They further carry the responsibilities of broad interpretations to the general public and individuals as well as organizations.



## **DIVISION OF ASSISTANCE PAYMENTS**

Assistance payments programs provide assistance to individuals who qualify under agency policies which are in accordance with federal and state regulations. Income and resources are considered in determining eligibility for assistance payments.

The Assistance Payments Division researches state and federal regulations and then formulates policies and procedures for each program of assistance. The staff is committed to making program changes within the law, which enhance services and service delivery.

Members of the staff assist the county DSS workers with program policies and procedures. Technical assistance and training is offered to ensure uniform understanding of current and new policies and regulations. The Division of Assistance Payments also monitors each program of assistance. Findings are reported to county staff. These activities provide the staff of the Division of Assistance Payments with feedback which is useful in planning future policies and procedures.

### **Aid to Families with Dependent Children (AFDC)**

The AFDC Program provides a minimum level of subsistence in the form of a cash payment to families with children who are deprived of support or care of one or both parents by reason of death, physical or mental incapacity or continued absence from the home.

Total AFDC expenditures for fiscal year 1981-1982 were \$75,818,924. A total of 145,145 persons received assistance in 54,035 cases. The average monthly payment per case was approximately \$117 with an average monthly payment of \$44 per person. These figures decreased from 156,162 persons in 57,374 cases in fiscal year 1980-1981. The average monthly payment per case during that period was \$112 per case and \$41 per person. Total AFDC money payment expenditures for fiscal year 1980-1981 were \$76,857,304. Activities and accomplishments in the AFDC Program during fiscal year 1981-1982 included:

1. An increase in the AFDC award from 69 percent of need to 71 percent of need effective July 1981.
2. Development and implementation of an AFDC Accountability Review System. The system provides a systematic method of evaluating the quality and accuracy of AFDC eligibility determinations. Cases are reviewed to correct errors identified by Quality Control Review findings as being most common.
3. Completion and dissemination of a consolidated manual aligning AFDC and Food Stamp Program policies and procedures for use by Economic Services staff. This was done as a part of a consolidated AFDC/Food Stamp Project funded by a special 1115 Federal grant.

4. Development of an advance planning document for implementing the Family Assistance Management Information System (FAMIS).
5. Development and implementation of the Community Work Experience Program as a pilot project in two counties.
6. Participation in the development of the Economic Services Certification Training program for county economic services workers.
7. Participation in the development of a certification training plan for Economic Services supervisors.
8. Implementation of changes in AFDC policies and procedures resulting from congressional approval of the Omnibus Budget Reconciliation Act of 1981.
9. Formation of a Liaison Committee to set priorities for requests for computer services and problem notifications. Also, began development of a Consolidated User's Guide for the various data processing systems utilized by the Office of Economic Services.
10. The Automated Redetermination System (ARNS) task force identified areas requiring correction in order to make the ARNS program more efficient. Statewide training was conducted on the ARNS program.
11. The single application for all economic service programs was implemented statewide.
12. The agency applied for and received from the Federal government a waiver which allows monthly reporting from selected AFDC recipients rather than the entire caseload.
13. Participated in the planning and implementation of the Economic Services Symposium held in December 1981 at Myrtle Beach. The sessions trained Economic Services workers from most counties in the State.

#### **AFDC Foster Care (AFDC-FC)**

The AFDC Foster Care Program provides financial and medical assistance for children who are removed from their homes and placed in a licensed foster home or private non-profit child caring institution as a result of a court determining that leaving the child in the home would be detrimental to the child's welfare.

In fiscal year 1981-1982, an average of 464 children received assistance through the AFDC-FC Program. The total number of children decreased from 541 in fiscal year 1980-1981, and the total expenditures decreased from \$835,415 to \$722,914.

#### **Refugee Resettlement Program**

The Refugee Resettlement Program provides financial assistance and/or medical assistance to refugees or entrants who fled from their countries. They must meet certain eligibility criteria, including need. The

State receives 100% federal reimbursement for refugee/entrant assistance payments.

In fiscal year 1981-1982, an average of 328 persons, including children and adults, received assistance through the Refugee Program. Total money payment expenditures for the fiscal year were \$203,665.

#### **General Disability Assistance**

This program provides financial assistance to needy individuals, aged 18-65, who are temporarily and totally disabled, and who are not eligible for any other type of assistance, with the exception of General Assistance-Ineligible Spouse. The sole funding source for this program is state revenue. Due to the State's more limited financial resources, the medical services component of this program was terminated effective January 1, 1982. An average of 614 persons received GDA on a monthly basis during fiscal year 1981-82.

#### **General Assistance-Ineligible Spouse (of an SSI Recipient)**

This totally state-funded program provides minimal financial assistance to needy spouses of SSI recipients who are not eligible for SSI themselves. The number of recipients under this program has decreased from 240 in June 1981 to 225 in June 1982.

#### **Optional Supplementation**

The Optional Supplementation Program provides financial and medical assistance to eligible aged, blind or disabled individuals who are unable to meet the cost of care in a residential care facility licensed by the Department of Social Services or a community care home licensed by the Department of Mental Health. The number of persons eligible for Optional Supplementation continued to increase during fiscal year 1981-1982. An average of 1,708 individuals received Optional Supplementation during the year, with an average monthly payment of \$116.

In July 1981, the net income limitation for establishing eligibility for Optional Supplementation was increased from \$380, \$25 of which was allowed to meet personal needs. The remainder of a recipient's income must be applied to the cost of care in the facility.

### **DIVISION OF CHILD ENFORCEMENT**

The goal of the Division of Child Support is to spearhead an effort to secure support from absent parents utilizing local resources through contacts with local courts and the Office of the Attorney General. The division is responsible for the development and implementation of all activities provided under Title IV-D of the Social Security Act. These activities include the location of absent parents, the establishment of



paternity and support obligations where necessary, and the establishment and collection of child support obligations once established. These services are provided to families receiving Aid to Families with Dependent Children (AFDC). Non-AFDC families in South Carolina and other states receive services upon request. The director of the Division of Child Support also serves as the South Carolina information agent for the Uniform Reciprocal Enforcement of Support Act (URESA).

As a condition of eligibility for AFDC, persons must assign their rights to child support to DSS and cooperate with the Division of Child Support in securing support from absent parents. During the 1981-1982 fiscal year, approximately 39,000 new referrals were received on absent parents whose children are receiving AFDC in South Carolina and 1,300 referrals for absent parents whose children receive AFDC in other states. In addition, the Division of Child Support received 993 non-AFDC referrals on absent parents from South Carolina and 342 non-AFDC referrals from other states. The Parent Locator Unit successfully resolved 6,437 cases.

The Collections Unit is also a part of the Division of Child Support. This unit has established procedures to collect and distribute child support payments. These collected payments result from the establishment of new court orders and agreements, the enforcement of existing delinquent court orders, and the filing of assignment of rights in the name of DSS in existing court orders. Total collections for the 1981-1982 fiscal year amounted to \$6,943,089. This figure exceeded last year's collections by a million dollars. The unit hopes to increase the collections figure by an additional million dollars for fiscal year 1982-1983.

## **DIVISION OF FOOD STAMP**

During fiscal year 1981-82 participation in the Food Stamp Program decreased slightly.

Food coupons totaling \$204,263,510 were issued statewide this year. During the previous year coupons valued at \$205,673,887 were issued. This represents a decrease of \$1,410,377 or less than 1%. This decrease can be attributed to program cuts resulting from the Omnibus Reconciliation Act of 1981.

In addition to the on-going activities of the Food Stamp Program the following are some special projects, activities and accomplishments of this fiscal year:

1. A Food Stamp Error Prone Profile was developed by State staff and the procedures tested in Orangeburg and Spartanburg Counties. The error prone profile is a system identifying cases with a high probability of allotment error and performing special action on such cases. It also identifies cases with a low probability of error which could possibly allow for reduced verification. The system is de-

- signed to be used at the time of certification and recertification. Plans are to implement the profile statewide by January 1, 1983.
2. Project Integrity which began during early 1982 is conducted by a DSS Audit Team in selected counties throughout the State. The purpose of the project is to determine if food stamps are being issued to households that are eligible for the program and if the amounts issued are based on accurate reporting of the household's circumstances. The project findings will be used to improve the administration of the program.
  3. A Group Interview Project was implemented in Spartanburg County this year. In this project a group of recipients are given general information about the Food Stamp Program prior to being interviewed for assistance. The project seeks to (1) reduce the amount of direct client/caseworker contact and speed up the application process; and (2) reduce errors resulting from client's failure to accurately or completely report information affecting their eligibility for food stamps.
  4. Project FAIR (Fighting Abuse Through Investigation and Recoupment) was proposed as a comprehensive approach to the recovery of erroneously issued coupons. Approximately \$16 million are erroneously overissued annually. Recent changes in Federal regulations encouraged recovery of overissuance by providing 50% retention of fraud collections and 25% of non-fraud collections. Project FAIR proposes changing the staff assigned to the investigation of overissuance of food stamps to qualify for 75% Federal funding, contrasted to the usual 50/50 match for food stamp staff. Project FAIR will be implemented upon necessary Federal and State approvals. Implementation is expected by December 1982.
  5. Direct Mailout of Food Stamps is a demonstration project currently being conducted in Marion and Spartanburg counties to test a system of mailing food stamps directly to eligible households. In other counties eligible households receive an authorization card and obtain their food stamps at either a DSS issuance office or at the post office (available in Charleston, Greenville and Richland counties). The project is designed to reduce administrative costs and improve services to the client.

### **DIVISION OF PROGRAM SUPPORT**

The Division of Program Support administers separate but contiguous programs which support the Department's major economic services programs. When certain duties cross program lines or are generic in nature, the Division of Program Support ensures the coordination of similar programmatic duties and activities.

### **Recipient Claims Unit**

The Recipient Claims Unit is responsible for ensuring that claims are established against recipients who receive excess benefits in the Aid to Families with Dependent Children Program and the Food Stamp Program. This includes claims where fraud is suspected and those due to household/client as well as agency error.

The Recipient Claims Unit monitors all aspects of the claims procedure, including the collection process.

Program activities during the year included:

1. Implementation of Federal Regulations which allow the agency to retain 50% of fraud and 25% of nonfraud claims collected in the Food Stamp Program.
2. Collection of \$221,819.40 from recipients that owed claims in the Food Stamp Program.

### **Income Maintenance WIN Unit**

The Work Incentive Program (WIN) is administered jointly by the Department of Social Services and the Employment Security Commission to provide AFDC clients with employment and training activities that are designed to eliminate or reduce dependency on public assistance. The IM-WIN Unit provides the integrated AFDC and WIN planning necessary to ensure a fully coordinated local program. Emphasis is on job placement of AFDC applicants and recipients. The Department provides AFDC-WIN clients with a broad range of self-support services through the Separate Administrative Unit (SAU). Example of WIN-SAU supportive services are outlined in the report under the Work Incentive Program, Office of Human Services.

The economic services staff in active WIN counties screens all AFDC clients for WIN registration and refers appropriate individuals to the Employment Security WIN Office for actual registration. Mandatory WIN registration is required of all persons at least 16 years of age who are applying for AFDC, or who are receiving AFDC, unless legally exempt by reason of health, handicap, home responsibility, advanced age, student status, geographic location, or current employment. On June 30, 1982, there were 8,959 WIN registrants of whom 70 percent were mandatorily registered and 30 percent were voluntarily registered. A voluntary registrant is one who is legally exempt from WIN participation but desires assistance from the WIN Program in becoming employed. The majority of registrants (96 percent ) are female and 67 percent have achieved less than a high school education.

When WIN-related employment is obtained, the economic services worker rebudgets the AFDC case and reports the initial dollar amount of the AFDC-WIN grant reduction. Total reductions are reported to regional and national WIN offices. In December 1981, Congress imposed a



34 percent reduction on WIN funding. This reduction, retroactive to October 1981, destroyed the State's capacity to provide a statewide program for the AFDC population. Only seven counties are funded for WIN as of June 1982, but these counties contain 42 percent of the State's AFDC cases. The 8,959 WIN registrant total as of June 1982 is only 50 percent of the 17,984 registrants at of June 1981. Outlined below is a comparison of the AFDC-WIN activity reported from July 1981 through June 1982 with that reported from July 1980 through 1981:

	<i>July 1980 June 1981</i>	<i>July 1981 June 1982</i>	<i>Percent of Change</i>
Registrants Off AFDC .....	1,044	1111	+ 6.4%
Registrants Still on AFDC			
But with Reduced Grants .....	1,382	721	-47.8%
Initial Month AFDC-WIN Savings	\$ 187,457	\$ 164,431	-12.3%
Annualized AFDC-WIN			
Reductions .....	\$1,979,546	\$1,756,123	-11.3%

The success of the WIN Program is often measured by the public and by Congress only in terms of the dollar amount representing AFDC grant savings. But other long-range benefits considered by WIN staff to be of major importance include: (1) helping AFDC families attain and retain the capability for self-support and personal independence; and (2) the positive social effects on children who have the example of a working parent.

#### **DSS/Employment Security Commission On-Line Query System**

Two on-line terminals provide access to Employment Security Commission files. County departments and State Office divisions can be provided with information regarding wage history, unemployment benefits, and name and address of most recent employer.

Approximately 9,000 inquiries are processed each month.

### **OFFICE OF COUNTY MANAGEMENT SUPPORT**

The Office of County Management Support established July 1, 1979 is headed by the assistant commissioner who supervises four field administrators, the director of Emergency Welfare Services and the director of Citizens and Community Resources. Its purpose is to provide the closest link possible between county staff and the commissioner.

The major responsibility of the office is to direct activities which improve management of social service delivery. Other functions include: planning and organizing career development in management and changes in operational plans; conducting administrative reviews of counties and making recommendations; monitoring and developing plans to



modify management support systems and therefore improve communications; and working with program and support staff in providing assistance to the counties.

Additionally, this office is responsible for the provision of Emergency Welfare Services within the structure of the Emergency Preparedness Division of the Governor's Office which includes the coordination of services to people who have experienced a disaster, such as floods, earthquakes, hurricanes, tornadoes, chemical spills, nuclear accidents, etc.

The office has overall responsibility for the planning activity at the state level which involves coordination of service delivery with local agencies such as the Department of Health and Environmental Control, Mental Health, American Red Cross, the School District, the Salvation Army, etc., who provide such services as shelter management, provision of food and clothing, information and referral services, counseling, transportation, etc.

## **OFFICE OF CITIZEN AND COMMUNITY RESOURCES**

The Citizens and Community Resources Unit (formerly Volunteer Services) is located in the Office of County Management Support and is responsible for administering a statewide volunteer program that extends services to clients and promoting partnerships between communities and local DSS offices. The office sets policy and procedures, trains staff in volunteer administration, implements new programs, and maintains the necessary records and reports. Each county has a trained volunteer services contact person who is responsible for the volunteer services report and volunteer insurance records.

The county programs are directly supervised and managed by the staff members. All volunteers go through orientation and training sessions before placement on the job. Citizen and Community Resources provides consultation for program maintenance and problem areas to the counties. Volunteers cannot replace staff but they can relieve them and extend more services and resources to clients in these times of short staffing and heavy caseloads.

DSS Volunteers receive other benefits in addition to their training. They are covered by both excess auto liability insurance and personal liability insurance that protects them while on their volunteer assignment. They are entitled to meals and lodging reimbursement in addition to mileage when they transport clients to services. They are reimbursed under the same policies as DSS employees.

They also have an identification card, signs that allow them to park in handicapped parking spaces when necessary, and a placard identifying them as volunteer drivers. There are 659 registered volunteer drivers statewide. Most have served at least six months on a regular basis.

## OFFICE OF HEALTH CARE FINANCING

The Office of Health Care Financing administers the Medical Assistance Program within the provisions of the State Plan and Title XIX of the Social Security Act. Through the Medical Assistance Program, medical care and services based on medical necessity are made available continually to all eligible categorically needy individuals. Medicaid also assists in services which help families and individuals reach and hold a level of independence and self-care.

The South Carolina Department of Social Services elected to participate in the Medicaid Program in 1968, and has experienced continuous growth both in participation and expenditures. Participation has grown from 74,504 Medicaid clients in June 1969 to 273,681 in June 1981, representing eight percent of the State's total population of 3,119,208 (current census for South Carolina 1981). The current number of Medicaid clients has declined to 238,614 in June 1982. Client growth and program expansion contributed to the trend of increased financial expenditures over the first twelve years of the program. For the year ending June 1969, total expenditures were \$19,927,926, representing \$4,220,826 in state funds and \$15,707,100 in federal funds as compared to the fiscal year ending June 1982, gross Medicaid expenditures of \$305,271,659 representing \$89,926,558 state funds and \$215,345,101 federal funds. The current matching rate is 70.77% federal funds and 29.23% state funds for medical expenditures.

Effective February 2, 1981, the Office of Health Care Financing was reorganized. An organization with four divisions was established. In January 1982 the function of Medicaid eligibility was assigned to the Office of Health Care Financing and a fifth division was created. The Divisions and components of those Divisions are as follows:

### DIVISION OF THE MEDICAL DIRECTOR

The Division of the Medical Director provides medical information and guidance to the Executive Assistant and to all members of Health Care Financing. This division is responsible for medical prepayment claims review, which assists program areas in the evaluation of error correction forms and their resolution, and reviews mandated program requirements and provides prior approval when such approval is required.

### DIVISION OF NON-INSTITUTIONAL SERVICES

The Division of Non-Institutional Services administers that portion of the Medicaid Program pertaining to non-institutional Medicaid services. Physician, Dental, Vision Care, Early and Periodic Screening, Diagnosis and Treatment, Podiatry, Durable Medical and Family Planning are the service programs administered by this division. Service delivery is accom-



plished by analyzing program guidelines, developing and implementing policy, budgeting and revising services to meet recipients' needs and funding levels, and monitoring of policies and procedures. To assure the provision of quality services, this division enrolls providers, maintains provider and advisory committee liaison, contracts with providers for services, establishes pricing and maintains reimbursement methodology, processes claims accurately and timely, and participates in the release of public information. In the administration of these functions, this division has been organized into the following branches:

### **Physicians' Services**

This branch has responsibility for all aspects of physicians' services within the Medicaid program for 5,159 enrolled physicians. Major responsibilities are: goal development; analyzing program guidelines; developing, publishing, and implementing policy; provider enrollment, liaison, training and communication; timely and accurate claims processing; budgeting, monitoring expenditures, and resource allocation; establishing and maintaining reimbursement methodology.

The major accomplishments for the branch during this year were:

1. Implementation of cost containment measures which saved 7.4 million dollars;
2. Development of a revised reimbursement system based on a payment schedule which will allow for a greater degree of control over expenditures and reduce administrative costs;
3. Development of reports to thoroughly monitor expenditures.
4. Publication of the Medicaid Professional Services Manual and appropriate updates and revision.
5. Presentation of regional training seminars for physicians' billing personnel throughout the South Carolina Medicaid service area which resulted in the acceptance rate for new invoice increasing 7.2% to 81.7%.
6. Refinement of the automated editing of physicians' claims processing which increased the accuracy and speed with which claims are processed.
7. Implementation of the first phase of management plan to ensure no claim remains in the suspense file over sixty (60) days from receipt which has resulted in a significant reduction in both the length of time and the number of claims in the suspense file.

Ongoing projects which were begun in fiscal year 1982 that will be completed next fiscal year are:

1. To ensure no claims remain in the suspense file over sixty (60) days from receipt; and

2. To refine editing of crossover claims to:
  - eliminate payment of non-assigned Medicare claims;
  - disallow claims for non-covered Medicaid services; and
  - pay no more than the Medicaid allowed amount.

### **Drugs & Durable Medical Equipment**

On January 1, 1982, the Medicaid Drug Program reduced the number of allowed prescriptions to three (3) per recipient per month. This was the result of additional budgetary limitations. Claims processing, adjudication, and resolution have been maintained on a timely basis, with approximately 95% of all submitted claims paying within thirty (30) days of receipt. A number of cost containment measures, including a pricing schedule, were implemented in the DME Program.

### **Dental, Optometric and EPSDT Services**

The Dental, Optometric and EPSDT Services Branch is comprised of two sections. They are the Policy and Program Planning Section and the Provider and Fiscal Management Section. This branch is responsible for the management of the Dental, Optometric and EPSDT Programs through the development, implementation and monitoring of policies and procedures. This effort supports the enhancement of health care delivery, increasing provider participation and expediting claims processing. The program management effort has been greatly aided by the Medicaid Management Information System. This management and claims processing system has contributed to increased provider enrollment, the development of new service delivery methods and provides information previously not available which promotes improved management practices.

Through the EPSDT program approximately 35,000 EPSDT screenings were performed last year. The EPSDT periodicity schedule was revised to allow up to seven screenings during the first two years of life, and up to seven more screenings between ages two and twenty-one.

Continuous efforts have been made to improve working relationships through the interagency agreements. These agreements provide for the development of a work plan through which agencies can take advantage of the services. Interagency agreements are in effect between the Department of Social Services-EPSDT and the following agencies or programs:

1. United States Department of Housing and Urban Development
2. South Carolina Department of Health & Environmental Control — Title V
3. South Carolina Department of Health & Environmental Control — Lead Screening Program
4. South Carolina Department of Health & Environmental Control — Supplemental Security Income/Disabled Children's Program



5. South Carolina Commission for the Blind
6. South Carolina Head Start Program
7. South Carolina Vocational Rehabilitation Department

In the Optometric Program, the "prudent buyer" concept was implemented effective November 1, 1981 through a volume purchase contract with Quality Optical Company of Jonesboro, Arkansas for the provision of eyeglasses. This has resulted in a reduction of approximately \$35.00 per pair of glasses. Service limitations were set in an effort to conform with cost containment measures. During FY '81, the program spent \$1,061,439 against a budget of \$1,026,241. This year, due to the enforced limitations, \$727,866 were spent in the program which is a cost reduction of \$323,573.

Reduced services and a fee schedule were implemented into the Dental Program. The program compares with FY '81 when the program overspent by \$84,671. An over-all cost reduction of \$2,052,191 has been realized due to the various program limitations.

More physicians have enrolled as EPSDT screeners. Likewise, several school districts have contracted to be screening facilities. Provider participation in program planning has improved.

A recipient awareness plan is being developed by the EPSDT Program Nurse Specialist as a means to better inform recipients of the available services, the importance of early childhood medical care, and proper utilization practices in an effort to enhance the concept of health care continuity. This will be done through a video tape which may be used by county offices and providers.

#### **Clinics, Lab/X-Ray and Other Services**

This branch has the responsibility for radiology and pathology services including independent laboratory and x-ray clinics, mental health and psychiatry services.

In addition, the branch administers the End Stage Renal Disease program including all nephrology services, and is responsible for podiatry services and the speech and hearing clinics.

Activities encompass policy management, public information, State Plan, provider bulletins and manual material; budget activities including reimbursement methodologies, pricing and cost containment; planning both short and long range; liaison with providers and provider groups for claims resolution, enrollment and contracts; interfacing and coordination with other areas of DSS, other state agencies as well as federal entities, and responsibility for overall liaison and coordination of the Medical Care Advisory Committee.

Since its inception, this branch has developed and met short range management and cost containment goals, established long range goals; revised provider contracts; met with representatives of all provider types; actively participated in the Federal MMIS certification review and was instrumental in revising the State Plan to meet new federal requirements.

## **DIVISION OF PROGRAM INTEGRITY**

The Division of Program Integrity is responsible for the Federally mandated Statewide Medicaid Fraud and Abuse Prevention and Control Program. Its activities are carried out in accordance with the provisions of the Title XIX State Plan and related regulatory documents. The Division is responsible for continuing operation of two of the six Subsystems of MMIS, the Surveillance and Utilization Review Subsystem (SURS) and the Reference File Subsystem. The Division is responsible for program integrity policies and procedures, as well as the resolution of aberrant provider and recipient practices. To assure appropriate reimbursement to providers, the Reference File is continually updated to include procedure codes, diagnosis codes, and other control aspects. To evaluate provider practices, statistical profiles are generated by SURS which permit detailed assessment of provider practices.

The Health Care Utilization Program was implemented September 1, 1981. This program is designed (1) to identify recipients who misutilize Medicaid services, (2) to refer such recipients for appropriate health counseling in order to correct inappropriate or dangerous utilization of health care, and (3) to restrict recipients not favorably responding to counseling to a single designated physician provider and single pharmacy provider for other than emergency health services.

The Division has initiated action to recoup \$140,446.68 in overpayments during FY 1982. Additionally, final Agency Regulations were published (Volume 6, Issue 9, State Register, June 11, 1982) concerning Administrative Sanctions against Medicaid providers. The regulation identifies eight administrative sanctions the Department of Social Services may invoke against a Medicaid provider who has been determined to be guilty of fraud, abuse, or convicted of a crime related to his or her participation in Medicare or Medicaid. The regulation also lists grounds for sanctioning providers and factors to be considered in determining sanctions to be applied.

### **Program Integrity and Administration Branch**

This Branch manages the statewide Medicaid fraud and abuse prevention and control program and provides total administrative support for the Division of Program Integrity. Its principal functions are:

1. Develop and coordinate policies and procedures governing the agency's federally mandated Medicaid Fraud and Abuse Prevention and Control Program (Program Integrity).
2. Develop strategy for statewide Medicaid Fraud and Abuse Prevention and Control Program, including policies and procedures for identification and referral of potential fraudulent and abusive situations.
3. Prepare, and coordinate dissemination of, Program Integrity information and training materials designed to maintain and/or increase

agency employee awareness of the potential for Medicaid fraud and abuse.

4. Permanent member of the agency's Program Integrity Evaluation Committee and supervise its activities.
5. Supervise and coordinate the agency's Recipient Explanation of Medicaid Benefits (REOMB) Program.
6. Liaison with Medicare contractor, Professional Standards Review Organization (PSRO), and other appropriate professional associations regarding Program Integrity matters.
7. Supervise and coordinate adjustment/recoupment of overpayments established during the review process or by the REOMB feedback.
8. Supervise surveillance and utilization review of the drug program, manage usual and customary drug charges validation program.

#### **Surveillance and Utilization Review Branch**

This Branch manages the statewide Surveillance and Utilization Review Program. Its principal functions are:

1. Develop and coordinate policies and procedures governing the agency's Surveillance and Utilization Review effort.
2. Develop and implement strategy for statewide Medicaid Surveillance and Utilization Review.
3. Review, analyze, and evaluate detailed statistical profiles on program participants whose patterns of practice appear exceptional when compared to group norms. Recommend appropriate follow-up action.
4. Manage the Health Care Utilization (Recipient Lock-In) Program.
5. Supervise and coordinate Control File update activities (Reference and SUR Subsystems) of the MMIS.
6. Evaluate agency procedures to determine if appropriate administrative mechanisms are adequate to follow up and remedy problems discovered in the SUR analysis process. Establish continuous feedback to other areas of MMIS so as to capitalize on SUR experience and data in the refinement of claims processing edits, procedures and program policy changes.
7. Serves as a permanent member of the agency's Program Integrity Evaluation Committee and is the focal point for Medicare contractor, Professional Standards Review Organization (PSRO), and other appropriate professional associations relevant to SUR activities.
8. Provide information to appropriate monitoring agencies of potential defects in the level of care or quality of service rendered Medicaid recipients.

#### **DIVISION OF INSTITUTIONAL SERVICES**

The Division of Institutional Services administers that portion of the Medicaid program pertaining to institutional Medicaid services. These

services include Nursing Home, Inpatient Hospitals, Outpatient Hospitals, Home Health Agencies, Ambulance Services, Rural Health Clinics, and Medical Transportation. Service delivery is provided in accordance with the provisions of the State Plan, Title XIX of the Social Security Act as amended, and policies and interpretations as contained in related state and federal regulations. In addition, this division is responsible for program planning and budgeting, furnishing technical assistance to all institutional providers implementing policies and procedures, contracting with providers, enrollment and certification of providers, rate setting, and maintaining reimbursement methodology. Responsibility also includes recovering third party resources that may be available to recipients, and to expedite the delivery of covered institutional medical services to eligible individuals by assisting with fast and efficient payment for services.

### **Institutional Policy, Planning and Management**

This Branch has primary responsibility for mid and long range program planning, developing ongoing institutional policies, implementing policies and procedures, interpreting Medicaid program to providers of health care services, maintaining a method for continuous monitoring of efficient and effective provider operations for a workable knowledge of the Medicaid institutional program.

The Field Services Section acts as a link between the agency and institutional providers enrolled in the Medicaid program. These activities involve visiting new providers to furnish technical assistance within fifteen (15) working days from the time the provider enrolls in the program. Providers who are experiencing difficulties filing claims or who had a turnover in personnel may receive field services on request. Written and telephone inquiries from providers are handled by the representative for that provider's area. Each month over 2,030 inquiries are received from the institutional providers.

### **Institutional Reimbursement & Cost Containment**

This branch has the primary responsibility for planning, budgeting, contracting with institutional health care providers, rate setting, enrollment, certification for all institutional health care providers, and for establishing and maintaining reimbursement methodology. Responsibility also includes recovering third party resources that may be available to recipients, and interpreting the Medicaid program to all institutional providers in accordance with provisions of the State Plan, and policies and procedures in related regulations.

The Budget and Contracts Section is responsible for the development of program plans and special health care projects for institutional health care providers, for the development of program and administrative budgets, for the coordination and development of contractual agreements with all



institutional health care providers, for coordinating and developing the management by objectives concept, and for coordinating the Management and Administrative Reporting Subsystem (MARS).

The Institutional Reimbursement Section is responsible for determining interim reimbursement rates and initial settlements for nursing homes and hospitals through the desk audit of providers prepared cost reports, to determine and evaluate quarterly the Periodic Interim Payments (PIP) for hospitals participating in the PIP program, to perform variance analysis of past cost reports of nursing homes in order to aid in the selection of providers to receive full or limited scope audits, to develop and implement new reimbursement policies and procedures of institutional providers, and to provide enrollment and rate accretions of institutional care providers.

The Third Party Section is responsible for assisting providers in collecting insurance benefits from policies on which the recipient's patient is a named insured or covered dependent or family member and to refund amounts collected to the Department of Social Services up to the amount paid by Medicaid, and to investigate the possibility of other resources for whom the provider has not learned of insurance coverage sufficient to pay the bill and seek recovery of Medicaid funds from any such source learned.

### **Institutional Claims**

The goal of the Institutional Claims Branch is to assist in the delivery of institutional type medical services to eligible Medicaid recipients by helping to expedite reimbursement for the cost of these services. This is accomplished by reviewing and resolving when appropriate the errors detected by the MMIS and keying on-line these resolution actions as fast and efficiently as possible to achieve timely adjudication of institutional providers' medical claims.

The Claims Resolution Section is responsible for expediting the delivery of covered institutional medical services to eligible individuals by assisting with fast and efficient payment for the cost of these services. This section is also responsible for resolving according to federal guidelines, Medicaid policy and/or established state regulations those problems of a clerical or conflicting nature that tend to delay or deny payment of institutional claims.

The Data Entry Section is charged with the responsibility of entering into the Medicaid Management Information System via the on-line CRT's those corrections, additions and deletions indicated on Error Correction forms by authorized personnel. Both accuracy and efficiency are of prime importance in order to expedite the payment or rejection of institutional medical claims.

The following table reflects the number of facilities and beds available in South Carolina:

<i>Type Facility</i>	<i>Facilities</i>	<i>Beds</i>
Skilled Nursing Facilities .....	3	214
Dually Certified Facilities .....	95	7,246
Intermediate Care Facilities .....	29	1,836
Intermediate Care Facilities		
Mental Retarded .....	43	2,630
Intermediate Care Facilities		
Identifiable Part .....	39	2,107
Hospitals .....	76	15,088

The volume of medical claims processed and dollar disbursements rose again during fiscal year 1981-1982. Medical claim transactions and dollar disbursements for fiscal year 1981-1982 are listed below:

	<i>Expenditures</i>	<i>Claims</i>
Hospital Inpatient .....	\$ 61,057,052	159,288
Hospital Outpatient .....	9,352,488	256,006
Nursing Homes .....	98,120,855	107,609
Physician Service .....	25,126,905	1,467,773
Dental Service .....	3,900,653	322,069
Drugs .....	18,454,832	1,909,222
Other Services .....	22,153	4,366
Supply & DME .....	1,303,627	41,711
Home Health .....	1,157,675	42,843
AFDC Screening .....	1,030,233	37,742
Optometrist .....	730,736	34,312
Podiatrist .....	130,231	12,702
Transportation &		
Ambulance .....	2,485,506	23,493
Family Planning .....	1,750,213	135,831
SMI-Regular .....	7,501,161	668,652
SMI-MAO .....	1,103,219	93,999
Total .....	<u>\$233,227,539</u>	<u>5,317,618</u>

#### **DIVISION OF MEDICAID ELIGIBILITY AND PROGRAM LIAISON**

The Division of Medicaid Eligibility and Program Liaison is responsible for administering the Medical Assistance Only Programs, the Title XIX Individual Transportation Program, and the Buy-In Program.

The Division provides technical assistance, policy clarification, and training to County Offices concerning Medicaid eligibility, Title XIX transportation, and coverage of services under the Medicaid Program.

In South Carolina, Medical Assistance Only is provided to the following persons:

1. A child under age 18 who would be eligible for AFDC assistance except for school attendance, or WIN registration requirements; or the caretaker-relative of such child under age 18 whose income and resources are within the AFDC income and resource limitations and who is within the degree of relationship to the child as specified for the AFDC Program.
2. A family whose AFDC benefits are terminated due to increased earnings from employment and who received AFDC in at least three of six months preceding the month of ineligibility. Such family is eligible for MAO for four months following the month of ineligibility due to increased earnings.
3. Individuals deemed to be AFDC recipients, but who are denied a cash payment solely because the amount of the AFDC payment would be less than \$10.00.
4. Pregnant women who meet AFDC eligibility criteria.
5. A child under age 21 residing in a licensed foster family home or a private child caring institution either within or outside the State, whose income does not exceed the agency foster care board payment standard appropriate to the child's age and whose resources do not exceed the resource limitation for the AFDC Program.
6. Age 65 or over, blind, or disabled, receiving monthly Social Security Title II (RSDI) benefits for any month after April 1977, and be a former recipient of Supplemental Security Income (SSI), Mandatory State Supplementation (MSS) or Optional Supplement (OS), having become ineligible for such assistance *solely* because of any RSDI cost-of-living benefit increase paid for any month after June 1977, and would be eligible for SSI, MSS, or OS payments for the current month if the amount of such RSDI cost-of-living increase (including all subsequent cost-of-living increases) could be deducted from current countable income.
7. Age 65 or over, blind, or disabled, require life-sustaining care in a medical facility, and have resources not in excess of the resource limitation for the SSI program and income of less than the State Income Limitation which is set each year by State Law.

In addition to those who are eligible for Medical Assistance Only, Medicaid is also provided to recipients of cash assistance under the AFDC, AFDC-Foster Care, SSI, Optional Supplementation, and Refugee Assistance Programs.

## **OFFICE OF EXECUTIVE ASSISTANT FOR ADMINISTRATIVE SERVICES**

The Office of Executive Assistant for Administrative Services provides support services to the Department of Social Services and exercises

supervisory control over the following five areas: Controller Division, Personnel Division, Support Division, Treasurer Division and the Information Systems Division.

### **DIVISION OF PERSONNEL**

The Personnel Division performs personnel and administrative support services for employees of the South Carolina Department of Social Services. Areas of responsibility include: providing professional expertise in planning personnel policies and procedures, and insuring their compliance; furnishing staff assistance to management in carrying out personnel policies; consulting with and advising top management on how to organize and staff the department; directing administration of plans, policies and programs relating to personnel management, progressive discipline, equal opportunity, safety, and employee relations, i.e., employee grievances, United States Savings Bond Program, dual employment, State Service Award program, and State Employees Credit Union Program.

There was a total of 3,937 employees (851 in State Office and 3,086 in counties) on July 1, 1981 and 3,734 employees (752 in State office and 2,982 in counties) on June 30, 1982. The total number of personnel positions was 4,152 (895 in State office and 3,257 in counties) on July 1, 1981 and 3,911 (800 in State office and 3,111 in counties) on June 30, 1982.

Some of the major activities of the Personnel Division during this fiscal year included: implementation of a Reduction in Force at the county level which resulted in the elimination of 253 filled positions; implementation of a Reduction in Force at the State Office which resulted in the elimination of 30 filled positions; and the Staff Development and Training activity became a branch of the division.

### **Operations Branch**

The Operations Branch provides support in the following areas: maintenance of both active and inactive personnel files, preparation of various statistical reports, safety compliance, Merit System policy and procedures as they pertain to Departmental personnel actions, maintenance of Workman's Compensation claims, maintenance and monitoring of Unemployment Compensation claims, recruitment and subsequent processing of State Government Employment applications, Employee ID Card program, Performance Appraisal Program, maintenance of Department, Southern Bell and State Government telephone directories, maintenance of floor directories, assistance to employees and applicants in their efforts to become certified for classifications covered by the Merit System, and employment verification inquiries.



### **Classification and Compensation Branch**

The Classification and Compensation Branch provides support in personnel classification, manpower control, and preparation of payroll documents.

Personnel classification includes the initial classification and reclassification of all agency positions. It also includes all major occupational studies of selected classifications.

Manpower control includes the allocation of personnel positions in the agency and administration of the staffing standards.

Preparation of payroll documents includes processing incoming payroll changes such as promotions, demotions, transfers, personnel appraisals, reclassifications and reallocations and the preparation of all documentation to effect the changes; and to provide information for budgeting purposes.

### **Personnel Affairs Branch**

The Personnel Affairs Branch provides support in payroll processing and check distribution; the Employee Voluntary Deductions Program (i.e., Credit Union, U. S. Savings Bond, United Way); the sick and annual leave program, (to include maternity leave, military leave, and leave without pay); the processing of State Retirement forms; the Employee Grievance and Appeal Program; Progressive Discipline procedures; the Employee Service Award Program; dual employment procedures; the State Group Insurance Program (as well as 20 additional insurance company programs); and provides counseling and policy interpretations for agency employees in all of these areas.

### **Staff Development and Training Branch**

The Staff Development and Training Branch provides support in the development of job related skills for Human and Economic Services workers. Approximately 3,158 employees received 45,896 hours of training in FY 81-82.

The Staff Development and Training Branch is subdivided into Human Services and Economic Services areas of training responsibility. Each unit plans for specialized training activities to ensure employees receive the knowledge and skills training necessary for effective and efficient job performance for the agency.

The Human Services unit provided basic job and certification training for all new county workers who provide the following services: Child Protection, Foster Care, Adoptions, Adult Services, Adult Protection, Homemakers and Child Care. Developmental training was available through contracts to ensure the increased skills necessary to maintain certification.

The Economic Services unit provided basic job and certification training for employees in the Public Assistance, Medical Assistance and Food

Stamp programs. Contracted resources were utilized to develop and deliver supervisory skills training, as well as a series of developmental training workshops. Division trainers, working in conjunction with State Office and county program staff provided systems development, classroom instruction, coordination and logistical support for certification and continuing job training.

### **DIVISION OF TREASURER**

The Treasurer Division of the Office of Administrative Services is responsible for receipt, payment and accounting functions for the DSS state office and the 46 county offices. It has also established the fiscal system required for these functions. The Treasurer Division has four major sections: the Payables Section, Accounting and Control Section, Cash and Receivables Control Section, and the Fiscal Grants Management Section.

#### **Payables Section**

The Payables Section is made up of units responsible for invoice and claim processing and payment functions. These units are the County Expense Unit, the Formula Grants Payables Unit and the Contingent Payables Unit.

The Department of Social Services maintains a county expense program that includes the program services and their administration. Distinct separation is maintained because of county funding and special application of Federal Financial Participation (FFP) in the expenditures that are optionally used by county governing bodies. The unit also has responsibility for payments in CETA child care and all direct county operated projects and furnishes fiscal assistance to county offices and Title XX providers.

The Formula Grants Payables Unit is responsible for control and processing of payments in the areas of Medical Assistance, Therapeutic Foster Homes, Residential Therapeutic Camping, Out of State Treatment, Community Long Term Care, Aid to Families with Dependent Children, General Assistance, Foster Home, Optional Supplement, Refugee Resettlement, Cuban-Haitian Entrants, Adult Protective Services, and Medical Payment-Mentally Handicapped Children Programs. The coding of all the above programs funding breakdowns and verification of State-Federal ratios on the funding breakdowns is also a responsibility of this unit.

Payments are made to providers of services in excess of \$305 million annually by the Medical Assistance Program. Many of the Medical Assistance payments are funded partially (matching funds) by other state agencies and accurate and timely accountability is required so as not to impede the payment process. Regular public assistance payments to recipients are in excess of \$84 million annually.

The Contingent Payables Unit is responsible for the verification, codification and processing of all agency bills and invoices except County Expense and Medical and Public Assistance. The unit reviews, audits and processes general vendor payments, travel reimbursements, emergency caretaker and WIN child care payments. It also coordinated the receipt of requisitions, purchase orders, receiving reports and invoices for payment. This unit maintains a vouchers filing section for all payables data.

During fiscal year 1981-1982, the activities of the Payables Section resulted in approximately 55,000 documents and with consolidation, produced approximately 48,000 payment vouchers. The section continued to consolidate payments on vouchers to reduce the number of vouchers required.

### **Accounting and Control Section**

The Accounting and Control Section controls fiscal data at entry into the fiscal system to ensure that its data elements are compatible with the Agency's fiscal system. The section also monitors system output. The fiscal records of the Agency are kept and maintained by the Fiscal Control Section. The units in this section are the Fiscal Control Unit and Accounting Unit.

The Accounting Unit insures that processed fiscal transactions meet Department, State and Federal requirements. It also monitors and controls accountability in the fiscal records of all receipts, expenditures and transfers. Other duties are to monitor the State Appropriations Bill and directives of the Comptroller General and State Auditor's office; and to insure that there are adequate State, Federal and other funds available in accounts in order to process required transactions so that transfers can be recommended if the funds are not available. A new Management Accounting and Control System was installed July 1, 1978. Modification and correction of this system will continue well into fiscal year 1982-1983. The Agency is committed to coordinating MACS with the new statewide accounting and reporting system implemented July 1981.

Fiscal Control duties include: insuring fiscal transaction are controlled and submitted as required by the Management Accounting and Control System; inspecting and balancing Medical Program payment batches, including check remittance advices (payment records) generated by the offices of Health Care Financing and Information System, and recording batches; control and mailing of contingent checks issued by the State Treasurer; and coordinating batch record keeping for various foster home parents and services payments with data processing for the 46 counties. This unit signs and prepares for mailing approximately 169,200 medical assistance and foster care checks each fiscal year.



### **Cash and Receivable Control Section**

This section controls the receipt of cash and accounts receivable for clients, providers of services, contractors, vendors and employees.

Refunds are received by the state office and local county offices and the cashier, Treasurer Division, was established to maintain internal control over all cash receipts. All monies received are promptly deposited into the State Treasurer Bank Account then properly recorded into the agency's Journal and Ledger (MACS — Management Accounting Control System) through data input. Additionally, monies received are recorded into the State Treasurer's and Comptroller General's fiscal records (STARS — Statewide Accounting and Reporting System) as prescribed and directed.

Accounts receivable or debts due the agency are recognized by local county offices, Office of Audits, Division of Investigation, and other DSS entities as prescribed in the Accounts Receivable policy and procedures. These debts require formal input into the agency Journal and Ledger, monitoring for activity and change and periodic (monthly) reports concerning activity and balances for information and action. Request for repayment terms are received and considered according to prescribed procedures then granted or denied in accordance with established criteria. However, any debt due the agency is expected to be promptly paid.

Refunds and cancellations exceeding \$8,012,913 were processed in the Medical Assistance Program, refunds exceeding \$210,000 were processed in the Food Stamp Program and refunds exceeding \$142,000 were processed in the Public Assistance Program. Portions of these refunds were Accounts Receivable which require periodic collection. Coordination with DSS County Offices, other Divisions and other State agencies is necessary in maintaining a system which controls cash and Accounts Receivable in order to document fiscal activity in these areas.

### **Fiscal Grants Management**

The Fiscal Grants Management Section of the Treasurer Division is responsible for fiscal management, reporting and control of all special grants and purchased social services. The section is responsible for fiscally related reporting on directly operated social services. The function includes reviewing and processing payment for approximately 162 contracted social services providers; analyzing and reporting on expenditure trends and projections; reviewing budgets for contracts and other grants; reviewing DSS field audits on contracts, and other grants; and maintaining and reconciling accounting records.

This section also works closely with the Fiscal Reporting Section of the Controller Division in controlling and gathering financial data for federal and state reporting purposes. In addition, the section has the responsibility of completing internal control reports to management on activities of the Office of Administrative Services.

The Fiscal Grants Management Section is divided into two major units, the Fiscal Review and Analysis Unit and the Fiscal Records and Reporting Unit.

The Fiscal Review and Analysis Unit is responsible for the review of Title XX, XIX, IV-D, IV-B and other funded purchase of social service budget proposals, contracts and amendments. The unit is also responsible for the multiple tasks of fiscal review of reimbursement requests and review of DSS field audits on contracts. Fiscal analysis is performed to provide forecasts on spending predictions in addition to preparing various financial reports on the contracts.

The Fiscal Records and Reporting Unit is responsible for processing payments, maintaining and reconciling all transactions posted to the mechanized accounting system, and financial reporting on all programs handled by the section. It also has responsibility for budget and contract proposal-amendment processes for Anti-Spouse Abuse, Long Term Care and CETA as well as review of audit reports for these areas.

### **DIVISION OF SUPPORT**

The Support Services Division consists of four units: Manual Resource Development and Forms Management; Supply and Storage Center; Print Shop; and Mail Room.

The Division is responsible for providing supply and storage services, printing services, mail services and management of the Department written communications system, including manual materials, Information and Directive Memos, and the Forms Program.

The main goal of the Division is to provide the Department with all required and authorized services in a prompt, efficient and economical manner.

#### **Manual Resource Development and Forms Management**

Manual Resource Development and Forms Management handles management of the Departmental written memo and manual material system, as well as managing the Department forms program. Responsibilities of the Unit include:

- Formulation of policy on format and content guidelines for Department Manuals and general staff releases;

- Review of all Department manuals and recommendation on revision direction;

- Development and maintenance of a selective coordination method for all Department general release material, including coordination of the Department Field Review Committee system;

- Review and revise all proposed general staff releases and manual material before the Commissioner's approval and field distribution.

- Coordination of all Department forms, including creation, layout, numbering, obsolescence and printing/reprinting.

During the past fiscal year, the Unit reviewed, revised, disseminated and coordinated 165 Directive Memos, 152 Information Memos and 90 Manual revisions. Also, 155 new forms were designed, 81 forms were revised, 75 forms were obsoleted, and 1,997 forms were reprinted (this does not include letterheads, envelopes, business cards, special projects, etc.).

### **Print Shop**

During fiscal year 1981-82, the Print Shop printed 1,797 different jobs, with a total of 38,896,042 impressions, using 553 Negatives, 781 new plates and 1,651 cheap plates. The Print Shop maintains records and files on all work done, and orders all necessary paper stock and printing supplies. Printing requests to this unit include collating, padding, folding, punching, stapling and other types of bindery work. The majority of print jobs require camera negatives and plate making. The Print Shop prints all manuals and manual revisions, memoranda, food stamp memoranda, books, brochures and booklets, and approximately 95 percent of all Department forms (excludes Data processing Forms).

### **Supply and Storage Center**

During the fiscal year 1981-82, the Department's Supply and Storage Center located at 905 Garland Street received 6,487 requisitions for supplies, forms, and publications, which were packed and shipped to our State and County Offices and other authorized requestors.

Medicaid and Title XX forms and publications were sent to approximately 6,000 Medicaid and Title XX providers in South Carolina and to out-of-state providers on request.

Serial Numbered Controlled Forms were secured, records maintained, and issued to counties and Information Systems on request.

Distribution was made on all publications (which includes manuals, manual memos, directive memos, information memos, new pamphlets, new brochures, new forms, and all other DSS, State, and Federal printed material). Distribution was also made to outside persons on the Department Mailing List requiring publications.

Due to the reduction in force, hundreds of desks, chairs, typewriters, calculators, and office supply items were turned-in to Supply for storage and future disposition.

Supplies were transported twice daily from Supply to North Towers State Offices. United Parcel Services boxes and packages, excess furniture, and other supply items for shipment, distribution or storage were returned to Supply.

The following statistics indicate the completed work load for the last fiscal year:



Total supply items shipped .....	235,205
Total forms shipped .....	14,764,080
Total publications shipped .....	1,199,481
Total number of boxes and packages shipped .....	59,922
Total number of boxes and packages received .....	32,076
Total hours for shredding classified documents .....	97
Total calls from providers for forms and publications ..	1,139

### **Mail Room**

The Department Mail Room is divided into two sections: Incoming/Internal; and Outgoing. The Incoming/Internal section is responsible for the sorting and delivery of all mail delivered to the Department by the U. S. Postal Service and the General Services Courier Service. Incoming/Internal also sorts and distributes all mail generated within the State Office. The Outgoing section is responsible for the proper preparation and disposition of all mail being sent from the State Office using both the U. S. Postal Service and the General Services Courier Service. The Outgoing section also is responsible for the Insert Room, where 60,000 checks a month are prepared for mailing, and for the pre-sort mail activities. During Fiscal Year 1981-1982, the Mail Room spent \$797,870.28 on postate and courier services and processed over 6,000,000 pieces of incoming and outgoing mail.

### **DIVISION OF THE CONTROLLER**

The responsibilities of the Division of the Controller include but are not limited to the following:

- (1) Budgeting
- (2) Fiscal Management and Analysis
- (3) Fiscal and Statistical Reporting and Analysis
- (4) Procurement Management and Control
- (5) Cost Allocation
- (6) Facilities Management
- (7) Inventory Control
- (8) Legislative Review

The three (3) sections in the Division of the Controller are:

- (1) Budget, Grants Review and Control
- (2) Procurement and Property Management
- (3) Reporting and Analysis

#### **The Budget, Grants Review and Control Section**

The Budget, Grants Review and Control Section is responsible for the preparation and development of the Department's Five Year Plan, annual budget request, Federal and State grant requests, and Federal and State legislative review functions. The section is composed of two units.

The Budget and Control Unit is responsible for: preparation of the Department's Five Year Plan, and annual budget request, monitoring, control and most budget related fiscal reporting functions; and fiscal accountability for personnel allocations. During fiscal year 1981-82 this section improved the budget and Five Year Plan timetable allowing the State and county offices to receive the necessary budget information on a more timely basis and allowing timely completion of the Department's budget request and Five Year Plan. It has continued to work toward the improvement of the overall budgeting and planning process, including allowing the cost center managers maximum flexibility in the use of scarce budget funds, continued opening of the budget process to needs, and the provision of technical assistance to the cost center managers to assist them in improving their financial management capabilities.

The Assistance Payments/Grants Review Unit is responsible for assistance in the preparation of the Department's Five Year Plan, annual budget request, and Federal grant requests, monitoring, control and budget related fiscal reporting functions that pertain specifically to the Public and Medical Assistance Programs. The unit also, reviews and disseminates Federal Register material and coordinates agency comments on proposed Federal regulations on a daily basis. Also, a State Legislature Review on proposed legislation that may impact Department of Social Services is performed daily when the Legislature is in session. This unit is also responsible for these continuing projects/activities:

- (1) A-95 Reviews, and Grants and Contracts Review form preparation for the Joint Legislative Review Committee's Review of the Department's program budgets.
- (2) State Legislative Review and Report (Monthly)
- (3) Board Report of Federal Regulations (Monthly)
- (4) Congressional Record Review
- (5) Federal Register Review
- (6) State Register Review

### **Procurement and Property Management**

The Procurement and Property Management Section provides the state office and county offices, including satellite offices and day care centers, with needed equipment, supplies, and services. Approximately 1,487 requisitions for purchases were processed during fiscal year 1981-82 generating 1,128 purchase orders from this Section and 57 from Central State Purchasing. Due to shortage of funds, a freeze on buying was imposed, thereby creating more of a demand for surplus equipment which was redistributed as it became available. Commodities totaling \$936,647.13 on 3,475 documents were prepared for reporting in compliance with the Stevenson Bill.

The Section also maintains a current inventory listing of all expendable and nonexpendable property in the state, county, and quality control

satellite offices along with 100 direct and provider day care operations. The fixed asset inventory system is operational and provides the needed information for inventories, audits and other special reports.

### **Facility Management**

The Facility Management Unit provides and coordinates a wide range of services for the agency. These services include interior building design; office space planning; State Office building security; first aid; telephone and communication services; State Office copy center; moving office furniture, equipment and files; State Office space planning; and Motor Vehicle Management.

In October, 1981 this section was transferred from the Support Division to Procurement. At that time it was assigned the responsibility of Motor Vehicle Management and the operation of a State Office motor pool, in which vehicles are reserved and dispatched daily.

During the past fiscal year the Facility Management Unit continued to develop floor plans for construction or renovation of county offices. They continued working closely with state and county offices and other government agencies to ensure compliance with HEW regulations concerning handicapped accessibility (Barrier Free Design).

### **Reporting and Analysis Section**

The Cost Allocation, Fiscal Analysis and Reporting area is responsible for the financial reporting, Federal and State funds management for the Agency, the preparation of the Agency Cost Allocation Plan, and all cost accounting activities. It formulates, maintains and analyzes for effectiveness the Cost Allocation System.

The Section acts as fiscal coordinator with representatives of all Federal programs administered by the Agency concerning various activities such as audits, technical reviews, etc. It is also responsible for the reporting of administrative and assistance payments expenditures for all programs administered by the Agency, (Medicaid, Aid to Families with Dependent Children, Social Services, Child Support, etc.) This section also through the Federal letter of Credit System draws all Federal Funds for the above program areas. It is also responsible for analysis and control of program expenditures for use in determination of funding availability, etc.

The Statistical Analysis and Reporting Unit receives, edits, summarizes and reviews for accuracy the necessary data produced within the Department of Social Services in order to produce various regular and periodic reports for the State and Federal government. The section also administers the Random Moment Time Study system for use in cost allocation and Federal funding in the human and economic services programs.

The unit prepares a monthly publication, Statistics, which reports data such as caseloads, recipients and payments on the several money payment programs, Medicaid data by type of service, Foster Home Care, and



Human Service programs. Statistics currently has a distribution of approximately 750 agencies and/or informational and reporting needs and requirements. In addition to the normal distribution, members of the South Carolina General Assembly receive Statistics bi-annually.

### **DIVISION OF INFORMATION SYSTEMS**

The Division of Information Systems is responsible for all computer operations in DSS. With limited contractual assistance from the Division of Information Systems Development (DISD) of Clemson University, Information Systems provided data processing support for DSS benefit programs and administrative functions throughout the fiscal year.

Information Systems is divided into two major areas:

#### **User Services**

User Services is the operations center for Information Systems and includes activities such as data entry, job control, and computer operations. This group also includes Computer Systems Support, responsible for systems support mainly in the form of specialized software packages and language support and hardware planning. The Special Projects/Information Center provides administrative support for the division and technical support for users as appropriate.

#### **Systems and Programming**

This group is responsible for system analysis and programming both in the development of new systems and maintenance of production systems.

In addition to supporting production systems with routine maintenance and modifications, Information Systems has made progress in the following areas:

#### **MACS**

The Management Accounting System is the bookkeeper for the Agency. Continual modifications are required to meet the accounting needs of a large and diverse organization within State government. Work continued this past year to complete the interface between STARS (Statewide Accounting and Reporting System) and MACS. FY 81-82 witnessed the development of PA Recoupment, a major effort to automatically withhold a portion of an AFDC assistance check. This project is scheduled for implementation in September 1982. MACS moved into the field of online development with the installation of online inquiry to the name, address, and payroll files.

#### **Payroll**

The Payroll system was brought into compliance with new STARS requirements. A new budget system was developed to tie budgets and payroll and detect discrepancies between the two systems.

#### *Title IV-D*

The Child Support system was implemented in 1978 to distribute child support and incentives. Significant progress has been made on modifications needed to meet automated processing requirements. Reorganization and staff assignments contributed to the success of the system in reaching its goals in FY 81-82.

#### *Quality Control*

The Integrated Quality Control system was implemented to select QC samples from AFDC, AFDC/Food Stamp, and Food Stamp strata. This method produces estimates with precision equal to those arising from separate Quality Control samples while reducing the combined number of cases considered and the associated costs. It is estimated that this integration will reduce the number of cases sampled by twenty percent and the associated costs by eight percent.

#### *Child Neglect & Abuse*

The Child Neglect and Abuse system has been in the development stage during a good part of last year. The implementation is scheduled for October 1982. The system will permit the tracking of individual children, parents and alleged perpetrators. The CNA system will also permit the development of a more complete database by building of substantiated case files on any specific identified family. The database will be more accurate since data entry will occur directly at the county level at the time the case is indicated.

#### *Client Information System and Food Stamp*

Changes in Federal regulations brought about many modifications to these assistance systems this year. With the strong emphasis on cost-consciousness, changes were made that reduced computer run time and the unnecessary production of paper documents.

#### *MMIS*

The Medicaid Management Information System (MMIS) is being continually changed to meet Federal and State guidelines.

Cost Containment measures were added which:

- Limited the number of concurrent care, ambulatory and hospital visits.
- Limited the number of inpatient hospital days.
- Limited the number of prescriptions per month.

These measures ensured budgetary control of claims payment.

### Database Administration

The major client-oriented systems of DSS (Client Information System (CIS), Child Support System (IV-D), Medicaid Management Information System (MMIS), Title XX Information System (TXX), and the Foster Care Tracking System) have a database structured design. Database administration responsibilities for these systems are a major function of the Division of Information Systems. Within the past year a number of changes have been made to improve the overall operations of the database and to better support operational programs. The major improvements are:

- The SOUNDX facility was expanded to identify by name CIS or Title XX clients, significantly enhancing the identification methods for new and former clients.
- Automated production control and maintenance procedures were developed, documented, and implemented. These procedures allowed operations to control and restart all production DBA programs with minimal assistance required from the DBA staff.

### New Development Activities

Major new development activities started within the past year were (1) an Advanced Planning Document for the design and development of an Applications Processing and Information Retrieval System (APIRS), (2) the design and initial programming for a Monthly Reporting System, and (3) initial planning for a new Food Stamp System to replace the system currently in use.



**TABLE 1**  
**APPLICATIONS FOR PUBLIC ASSISTANCE**  
**RECEIVED DURING FISCAL YEAR 1981-82**  
**BY CATEGORY, BY COUNTY**

<i>County</i>	<i>Total</i>	<i>AFDC<sup>1</sup></i>	<i>GDA<sup>2</sup></i>	<i>SSI-Optional Aged</i>	<i>Supplement Blind</i>	<i>Disabled</i>
State .....	36,814	30,241	5,670	426	27	450
Abbeville .....	318	231	75	11	—	1
Aiken .....	1,056	870	157	9	2	18
Allendale .....	223	181	38	3	—	1
Anderson .....	1,111	924	150	25	—	12
Bamberg .....	328	254	72	2	—	—
Barnwell .....	321	279	42	—	—	—
Beaufort .....	770	641	116	1	—	12
Berkeley .....	752	673	71	4	—	4
Calhoun .....	180	154	25	1	—	—
Charleston .....	2,886	2,555	260	20	21	30
Cherokee .....	459	387	69	—	—	3
Chester .....	513	438	71	2	1	1
Chesterfield .....	572	439	111	8	1	13
Clarendon .....	432	363	63	3	1	2
Colleton .....	694	551	132	3	—	8
Darlington .....	823	678	130	8	—	7
Dillon .....	582	424	129	10	—	19
Dorchester .....	569	477	74	9	—	9
Edgefield .....	311	269	41	—	—	1
Fairfield .....	297	222	75	—	—	—
Florence .....	1,544	1,272	237	22	—	13
Georgetown .....	536	460	72	4	—	—
Greenville .....	3,653	3,039	504	53	—	57
Greenwood .....	615	491	108	4	—	12
Hampton .....	342	294	43	2	—	3
Horry .....	1,192	977	203	6	—	6
Jasper .....	202	186	16	—	—	—
Kershaw .....	344	293	44	1	—	6
Lancaster .....	554	451	90	11	—	2
Laurens .....	594	502	66	18	—	8
Lee .....	364	260	104	—	—	—
Lexington .....	1,034	831	190	10	—	3
McCormick .....	191	132	59	—	—	—
Marion .....	765	636	125	2	—	2
Marlboro .....	544	432	90	13	—	9
Newberry .....	378	317	50	2	—	9
Oconee .....	392	332	49	6	—	5
Orangeburg .....	1,765	1,357	379	12	—	17
Pickens .....	490	430	42	14	—	4
Richland .....	2,336	1,761	458	40	1	76
Saluda .....	146	118	17	4	—	7
Spartanburg .....	2,305	1,869	355	43	—	38
Sumter .....	1,245	1,027	188	17	—	13
Union .....	373	339	33	1	—	—
Williamsburg ....	422	322	98	1	—	1
York .....	1,291	1,103	149	21	—	18

<sup>1</sup> Does not include AFDC Foster Home Care Applications.

<sup>2</sup> Includes General Disability Assistance Ineligible Spouse Applications.

**TABLE 2**  
**APPLICATIONS FOR PUBLIC ASSISTANCE**  
**APPROVED DURING FISCAL YEAR 1981-82**  
**BY CATEGORY, BY COUNTY**

County	Total	AFDC <sup>1</sup>	GDA <sup>2</sup>	SSI-Optional Supplement		
				Aged	Blind	Disabled
State .....	22,175	19,409	2,212	249	6	299
Abbeville .....	225	190	28	7	—	—
Aiken .....	599	529	54	5	2	9
Allendale .....	121	102	15	1	—	3
Anderson .....	607	512	62	19	—	14
Bamberg .....	190	164	26	—	—	—
Barnwell .....	231	205	26	—	—	—
Beaufort .....	471	411	56	1	—	3
Berkeley .....	431	403	25	—	—	3
Calhoun .....	117	104	12	1	—	—
Charleston .....	1,763	1,593	127	12	1	30
Cherokee .....	315	285	29	—	—	1
Chester .....	315	284	28	1	1	1
Chesterfield .....	368	311	43	5	1	8
Clarendon .....	321	282	37	1	—	1
Colleton .....	412	365	37	2	—	8
Darlington .....	494	431	55	4	—	4
Dillon .....	422	335	68	9	—	10
Dorchester .....	352	326	21	2	—	3
Edgefield .....	168	153	14	—	—	1
Fairfield .....	212	170	42	—	—	—
Florence .....	971	850	94	13	—	14
Georgetown .....	406	362	40	4	—	—
Greenville .....	1,820	1,611	151	27	—	31
Greenwood .....	330	285	36	3	—	6
Hampton .....	211	190	19	1	—	1
Horry .....	749	654	86	5	—	4
Jasper .....	149	137	12	—	—	—
Kershaw .....	230	201	26	—	—	3
Lancaster .....	360	318	34	6	—	2
Laurens .....	360	327	21	7	—	5
Lee .....	232	191	41	—	—	—
Lexington .....	533	456	69	6	—	2
McCormick .....	115	93	22	—	—	—
Marion .....	474	432	40	1	—	1
Marlboro .....	347	305	33	6	—	3
Newberry .....	242	218	19	1	—	4
Oconee .....	198	167	25	1	—	5
Orangeburg .....	1,161	1,027	118	4	—	12
Pickens .....	325	288	24	9	—	4
Richland .....	1,427	1,147	192	40	1	47
Saluda .....	96	76	11	3	—	6
Spartanburg .....	1,248	1,104	92	22	—	30
Sumter .....	676	577	83	9	—	7
Union .....	257	243	14	—	—	—
Williamsburg .....	331	286	43	1	—	1
York .....	793	709	62	10	—	12

<sup>1</sup> Does not include AFDC Foster Home Care Applications.

<sup>2</sup> Includes General Disability Assistance Ineligible Spouse Applications.

**TABLE 3**  
**APPLICATIONS FOR PUBLIC ASSISTANCE**  
**DENIED FOR MONEY PAYMENT DURING FISCAL YEAR 1981-82**  
**BY CATEGORY, BY COUNTY**

County	Total	AFDC <sup>1</sup>	GDA <sup>2</sup>	SSI-Optional Supplement		
				Aged	Blind	Disabled
State .....	14,635	10,615	3,680	167	10	163
Abbeville .....	102	49	48	4	—	1
Aiken .....	469	345	116	5	—	3
Allendale .....	94	65	27	2	—	—
Anderson .....	502	387	109	5	—	1
Bamberg .....	150	99	49	2	—	—
Barnwell .....	88	71	17	—	—	—
Beaufort .....	244	185	51	—	—	8
Berkeley .....	343	292	49	2	—	—
Calhoun .....	74	57	17	—	—	—
Charleston .....	842	687	138	1	10	6
Cherokee .....	137	99	36	—	—	2
Chester .....	189	144	44	1	—	—
Chesterfield .....	210	127	77	4	—	2
Clarendon .....	122	94	27	1	—	—
Colleton .....	311	196	110	2	—	3
Darlington .....	331	247	77	4	—	3
Dillon .....	179	101	66	—	—	12
Dorchester .....	243	165	64	7	—	7
Edgefield .....	139	111	28	—	—	—
Fairfield .....	84	52	32	—	—	—
Florence .....	599	440	150	8	—	1
Georgetown .....	125	88	37	—	—	—
Greenville .....	1,843	1,425	369	22	—	27
Greenwood .....	273	193	71	3	—	6
Hampton .....	153	120	32	—	—	1
Horry .....	505	371	128	1	—	5
Jasper .....	60	50	10	—	—	—
Kershaw .....	127	100	23	2	—	2
Lancaster .....	207	148	54	4	—	1
Laurens .....	227	171	43	10	—	3
Lee .....	149	83	65	1	—	—
Lexington .....	508	375	127	4	—	2
McCormick .....	73	40	33	—	—	—
Marion .....	332	238	92	1	—	1
Marlboro .....	199	129	58	7	—	5
Newberry .....	142	108	32	1	—	1
Oconee .....	194	164	25	4	—	1
Orangeburg .....	624	344	270	7	—	3
Pickens .....	173	146	23	4	—	—
Richland .....	860	548	280	—	—	32
Saluda .....	58	49	7	1	—	1
Spartanburg .....	1,009	709	272	20	—	8
Sumter .....	602	455	129	10	—	8
Union .....	115	94	18	2	—	1
Williamsburg .....	116	64	51	1	—	—
York .....	509	390	99	14	—	6

<sup>1</sup> Does not include AFDC Foster Home Care Applications.

<sup>2</sup> Includes General Disability Assistance Ineligible Spouse Applications.

**TABLE 4**  
**FOOD STAMP PARTICIPANTS: AVERAGE HOUSEHOLDS**  
**AND PARTICIPANTS PER MONTH, TOTAL BENEFITS,<sup>1</sup>**  
**BY COUNTY, FY 1981-82**

County	Average Per Month <sup>2</sup>		Total Benefits
	Households	Persons	
State .....	146,612	432,047	\$204,567,085
Abbeville .....	1,115	3,002	\$ 1,408,543
Aiken .....	3,842	10,750	5,298,393
Allendale .....	1,194	3,681	1,696,379
Anderson .....	3,890	10,660	4,992,393
Bamberg .....	1,527	4,628	2,109,568
Barnwell .....	2,037	5,735	2,736,985
Beaufort .....	2,881	8,588	4,278,853
Berkeley .....	2,860	8,986	4,195,202
Calhoun .....	781	2,514	1,032,416
Charleston .....	13,690	40,036	20,042,718
Cherokee .....	1,969	5,663	2,583,819
Chester .....	1,445	4,324	1,947,408
Chesterfield .....	2,728	7,423	3,230,184
Clarendon .....	2,206	7,601	3,310,862
Colleton .....	2,053	6,543	2,846,193
Darlington .....	3,305	11,112	4,988,847
Dillon .....	2,461	8,663	3,931,490
Dorchester .....	2,854	7,969	3,925,722
Edgefield .....	905	2,866	1,270,492
Fairfield .....	1,688	4,934	2,274,092
Florence .....	6,555	20,663	9,694,668
Georgetown .....	2,606	8,515	3,885,428
Greenville .....	7,844	21,613	10,639,395
Greenwood .....	2,032	5,533	2,510,489
Hampton .....	1,024	3,274	1,428,576
Horry .....	5,185	15,661	7,394,454
Jasper .....	1,367	3,985	1,787,986
Kershaw .....	1,714	4,739	2,135,314
Lancaster .....	1,910	5,401	2,340,438
Laurens .....	2,078	5,715	2,683,397
Lee .....	1,828	6,093	2,711,780
Lexington .....	3,259	9,532	4,557,499
McCormick .....	661	2,003	866,626
Marion .....	3,283	9,217	4,204,222
Marlboro .....	2,501	7,397	3,096,253
Newberry .....	1,611	4,268	1,952,122
Oconee .....	1,595	4,369	1,927,004
Orangeburg .....	7,694	21,810	10,997,368
Pickens .....	2,254	6,318	2,877,215
Richland .....	10,391	29,720	15,251,293
Saluda .....	811	2,429	985,429
Spartanburg .....	8,464	22,945	11,640,308
Sumter .....	5,985	18,947	8,936,069
Union .....	1,162	3,507	1,560,194
Williamsburg .....	4,336	13,310	6,229,791
York .....	3,031	9,405	4,173,208

<sup>1</sup> Includes SSI/Elderly Cash Out Project Counties.

<sup>2</sup> Components may not add to totals due to rounding.



**TABLE 5**  
**ANALYSIS OF ASSISTANCE PAYMENTS FROM LOCAL FUNDS**  
**DURING FISCAL YEAR 1981-82, BY COUNTY**

County	Total Payment	<u>Medical Care</u>			Foster Home Care for Children	Money Payments to Cases	All Other Vendor Payments
		Hospitali- zation	Nursing Care	Other Medical			
State .....	\$252,109.32	\$58,829.05	—	\$49,113.68	\$51,601.30	\$23,591.91	\$68,973.38
Abbeville .....	721.88	—	—	73.01	59.23	472.35	132.59
Aiken .....	4,687.69	20.00	—	437.21	755.62	3,359.56	136.00
Allendale .....	788.05	—	—	125.88	—	185.06	441.11
Anderson .....	—	—	—	—	—	—	—
Bamberg .....	1,630.90	—	—	236.83	384.41	162.36	847.30
Barnwell .....	5,194.84	25.25	—	1,786.97	701.91	—	2,680.71
Beaufort .....	10,499.73	—	—	366.41	3,162.74	—	6,970.58
Berkeley .....	1,764.38	—	—	426.73	12.46	886.61	438.58
Calhoun .....	65.64	—	—	—	—	10.61	55.03
Charleston .....	3,934.27	—	—	—	3,584.19	—	350.08
Cherokee .....	439.13	—	—	439.13	—	—	—
Chester .....	656.28	101.50	—	506.76	48.02	—	—
Chesterfield .....	39,065.07	30,154.42	—	2,357.81	792.96	—	5,759.88
Clarendon .....	518.78	15.00	—	379.01	124.77	—	—
Colleton .....	9,536.97	6.00	—	3,438.09	2,099.82	—	3,993.06
Darlington .....	262.24	187.50	—	74.74	—	—	—
Dillon .....	9,530.27	7,834.40	—	851.46	333.19	—	511.22
Dorchester .....	1,623.82	6.00	—	187.19	513.33	2.00	915.30
Edgefield .....	317.28	—	—	177.28	—	105.00	35.00
Fairfield .....	2,987.53	—	—	2,066.27	—	—	921.26
Florence .....	3,723.15	—	—	—	—	1,968.03	1,755.12
Georgetown .....	2,817.85	—	—	1,625.59	16.00	203.15	973.11
Greenville .....	—	—	—	—	—	—	—
Greenwood .....	853.89	—	—	404.89	—	—	449.00
Hampton .....	454.06	—	—	187.80	—	—	266.26
Horry .....	—	—	—	—	—	—	—
Jasper .....	3,536.19	—	—	335.59	—	1,045.87	2,154.73
Kershaw .....	4,750.63	—	—	1,731.69	—	559.19	2,459.75
Lancaster .....	1,343.34	—	—	1,099.13	—	53.32	190.89
Laurens .....	1,101.12	—	—	398.38	253.18	—	449.56
Lee .....	—	—	—	—	—	—	—
Lexington .....	3,984.56	205.00	—	1,066.91	1,078.05	1,534.60	100.00
McCormick .....	14,898.21	13,621.98	—	606.83	25.00	90.59	553.81
Marion .....	6,874.70	—	—	3,291.58	1,774.03	387.66	1,421.43
Marlboro .....	2,612.29	—	—	1,829.49	99.90	46.00	636.90
Newberry .....	335.78	—	—	89.45	15.00	—	231.33
Oconee .....	3,255.00	—	—	—	—	—	3,255.00
Orangeburg .....	5,519.20	—	—	1,235.19	2,646.93	17.50	1,619.58
Pickens .....	3,860.63	20.00	—	2,277.84	—	—	1,562.79
Richland .....	28,805.98	—	—	1,539.08	12,307.15	607.00	14,352.75
Saluda .....	522.91	—	—	34.13	488.78	—	—
Spartanburg .....	41,224.58	—	—	10,272.94	19,769.90	11,181.74	—
Sumter .....	2,770.91	—	—	1,616.14	—	713.71	749.03
Union .....	3,690.63	—	—	350.58	145.03	—	2,887.05
Williamsburg .....	9,293.85	6,592.00	—	2,701.85	153.69	—	—
York .....	11,655.11	40.00	—	2,487.82	256.01	—	8,717.59

**TABLE 6**  
**CASES APPROVED FOR MONEY PAYMENTS,**  
**BY CATEGORY, BY REASON, FY-82**

	AFDC	GDA
Total .....	19,409	2,199
<b>MATERIAL CHANGE IN INCOME OR RESOURCES:</b>		
<b>LOSS OF OR REDUCTION IN EARNINGS OF CARETAKER</b>		
<b>OR REEPIENT AS A RESULT OF:</b>		
<b>ILLNESS, INJURY OR OTHER IMPAIRMENT:</b>		
Recipient .....	XX	1,321
Father .....	737	XX
Mother .....	422	XX
Other caretaker .....	20	XX
<b>LAY-OFF, DISCHARGE OR OTHER REASON:</b>		
Father .....	178	XX
Mother .....	2,307	XX
Other caretaker .....	41	XX
<b>LOSS OF OR REDUCTION IN SUPPORT FROM</b>		
<b>CARETAKER AS A RESULT OF:</b>		
Death .....	83	XX
Leaving home and stopping or reducing support .....	1,451	XX
<b>LOSS OF OR REDUCTION IN SUPPORT FROM OTHER</b>		
<b>PERSON IN HOME AS A RESULT OF:</b>		
Death .....	42	XX
Leaving home and stopping or reducing support .....	739	XX
Illness, injury or other impairment .....	92	XX
Lay-off, discharge or other reason .....	194	XX
<b>LOSS OF OR REDUCTION IN SUPPORT FROM PERSON</b>		
<b>OUTSIDE HOME:</b>		
Father (absent throughout six months preceding application) .....	3,752	XX
Other person .....	177	XX
Loss of or reduction in other income .....	228	XX
<b>EXHAUSTION OR REDUCTION OF ASSETS TO MEET:</b>		
Medical care costs .....	181	119
Other costs .....	36	XX
Parent or caretaker relative of child who receives SSI benefits ..	44	XX
Other material change in resources .....	27	XX
<b>NO MATERIAL CHANGE IN INCOME OR RESOURCES:</b>		
<b>CHANGE IN STATE LAW OR AGENCY POLICY RELATING</b>		
<b>TO:</b>		
Determination of requirements .....	15	XX
Consideration of resources .....	2	XX
Other .....	6	XX
<b>INCREASED NEED FOR:</b>		
Medical care .....	1,302	687
Other requirements .....	291	XX
<b>OTHER REASONS:</b>		
Living below agency standards .....	6,624	XX
Removed from open case under same category .....	121	XX
Returned from institutional care .....	15	XX
Transferred from another state under same category .....	137	XX
Spouse is SSI recipient and applicant is living below agency standards .....	XX	72
All other reasons .....	145	XX

**TABLE 7**  
**APPLICATIONS DENIED OR OTHERWISE TERMINATED**  
**FOR PUBLIC ASSISTANCE MONEY PAYMENTS,**  
**BY CATEGORY, BY REASON, FY-82**

	AFDC	GDA
Total .....	10,615	3,678
Income exceeds requirements .....	3,139	223
Excess resources .....	231	177
Failure to meet other eligibility requirements .....	XX	965
No eligible child .....	328	XX
Not deprived of support or care .....	957	XX
Failure to comply with procedural requirements .....	3,149	XX
Undocumented alien .....	3	XX
Nonresident .....	150	XX
Not totally and temporarily disabled .....	XX	2,118
Spouse not SSI recipient .....	XX	—
Moved or cannot locate .....	552	34
Application withdrawn .....	2,106	161

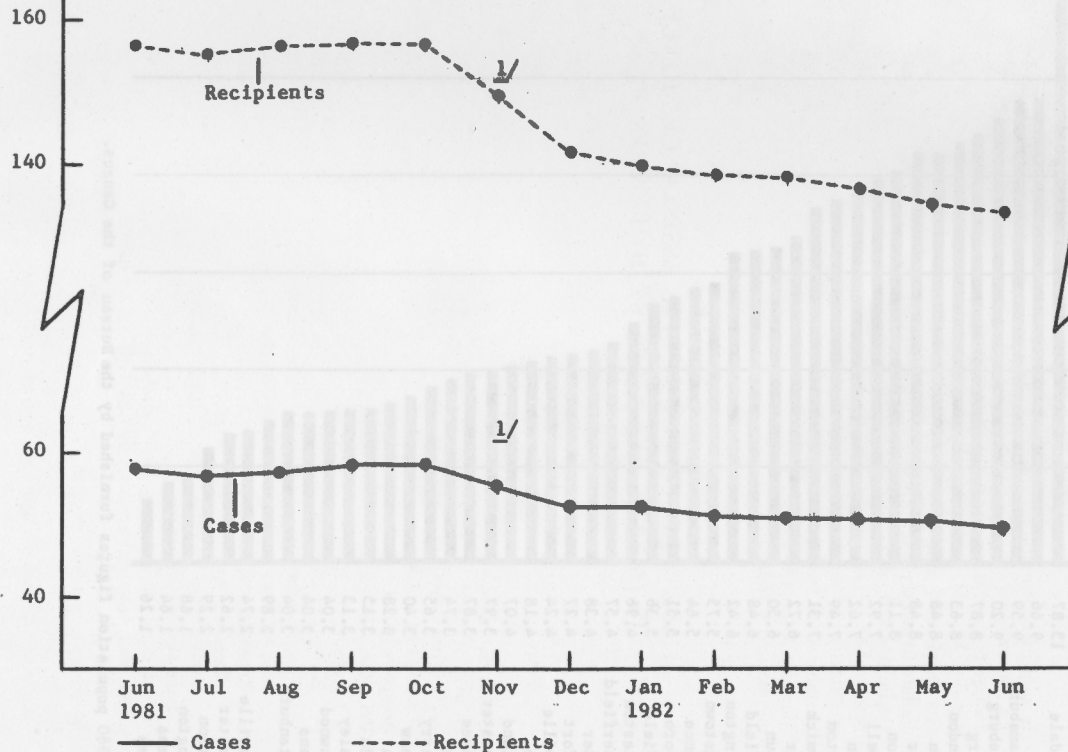
**TABLE 8**  
**CASES CLOSED FOR PUBLIC ASSISTANCE MONEY**  
**PAYMENTS, BY CATEGORY, BY REASON, FY-82**

	AFDC	GDA
Total .....	27,961	2,454
Excess resources .....	677	4
No eligible child .....	4,634	XX
No longer deprived of support or care .....	2,874	XX
Moved or cannot locate .....	4,305	9
Recipient initiative .....	8,134	XX
<b>INCOME EXCEEDS REQUIREMENTS:</b>		
Earnings increased .....	839	XX
Benefits or pensions increased .....	1,249	XX
Support from person outside home increased .....	339	XX
Support from person inside home increased .....	362	XX
Requirements reduced .....	336	XX
Closed due to ESC/AFDC Match .....	138	XX
Gross income exceeds 150% of need standard .....	4,074	XX
Income exceeds requirements .....	XX	173
No longer totally and temporarily disabled .....	XX	1,673
Continues totally and temporarily disabled, but six month maximum has been met .....	XX	128
Spouse no longer SSI recipient .....	XX	123
Death .....	XX	51
Failure to meet other eligibility requirements .....	XX	293

FOLIOS 115-123 CAMERA COPY

Cases  
and  
Recipients  
in  
Thousands

AFDC CASES AND RECIPIENTS  
Total Per Month For South Carolina  
1981 - 1982

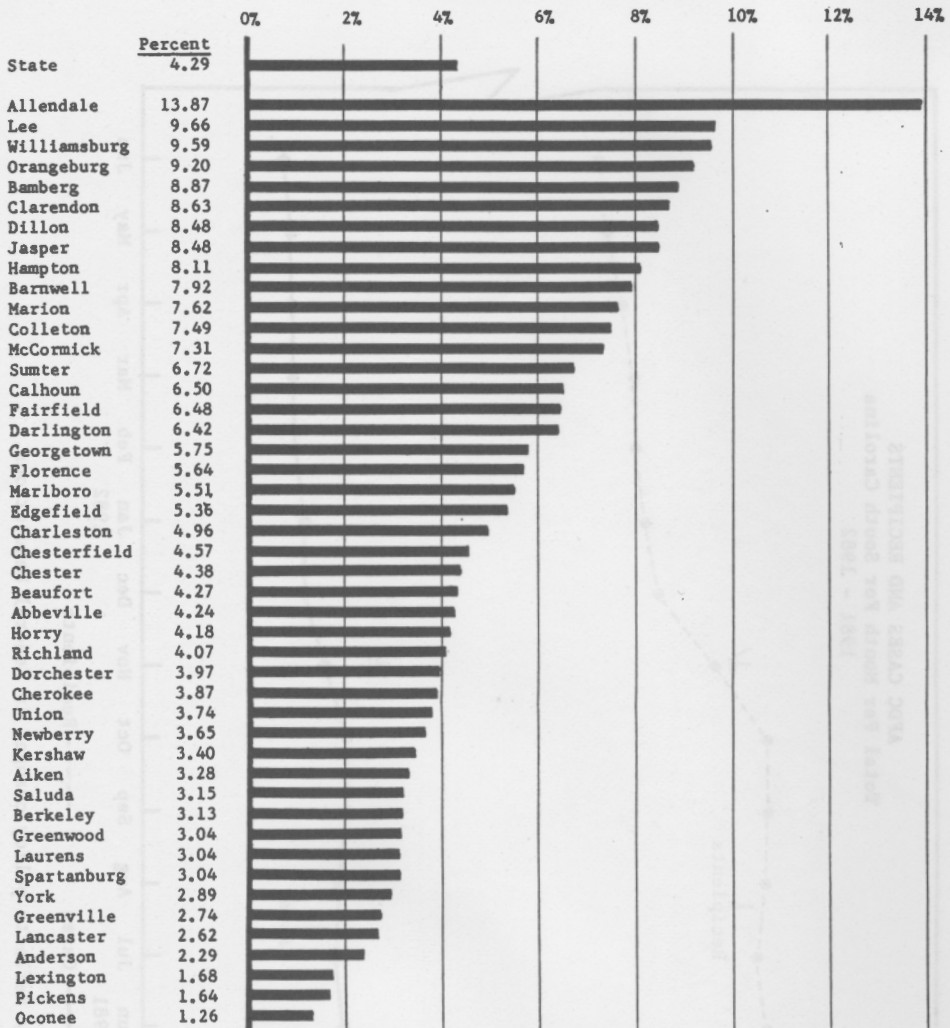


1/ Reflects policy changes in Federal Regulations.

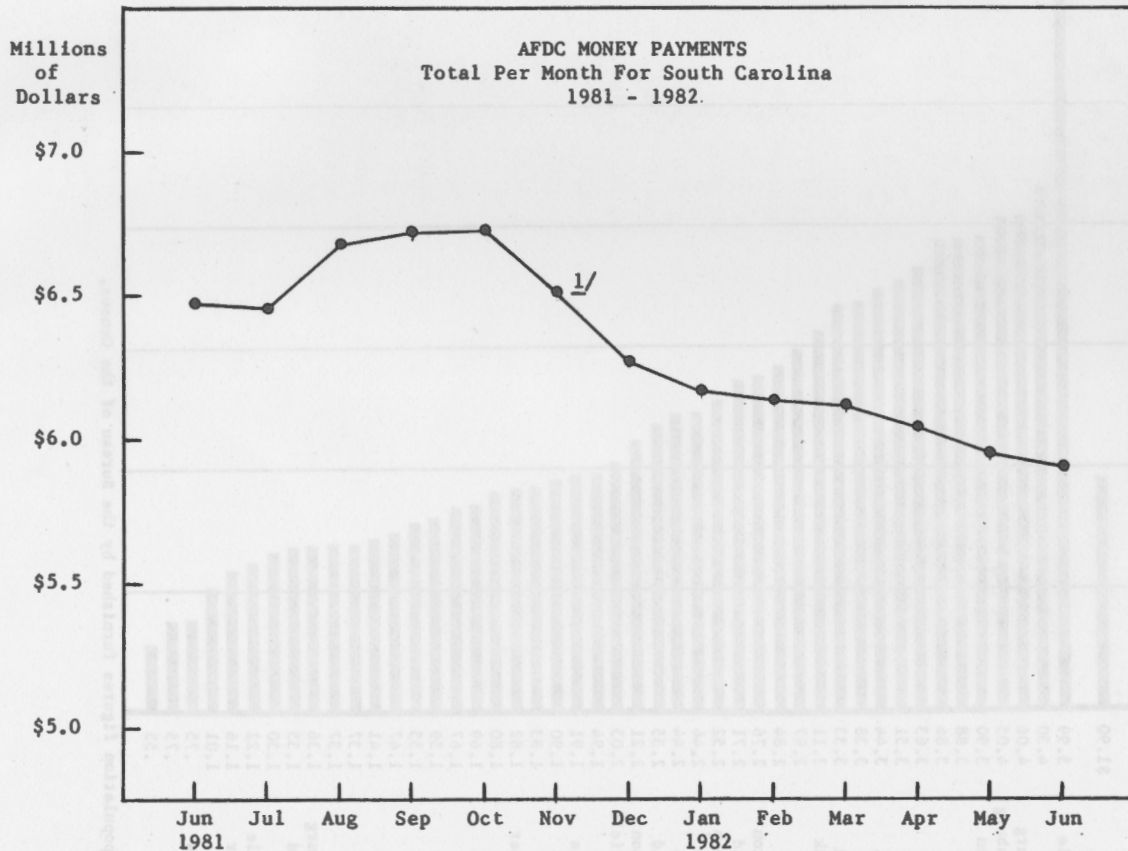
Chart 1



Chart 2  
PERCENT OF POPULATION RECEIVING AFDC 1/  
June 1982

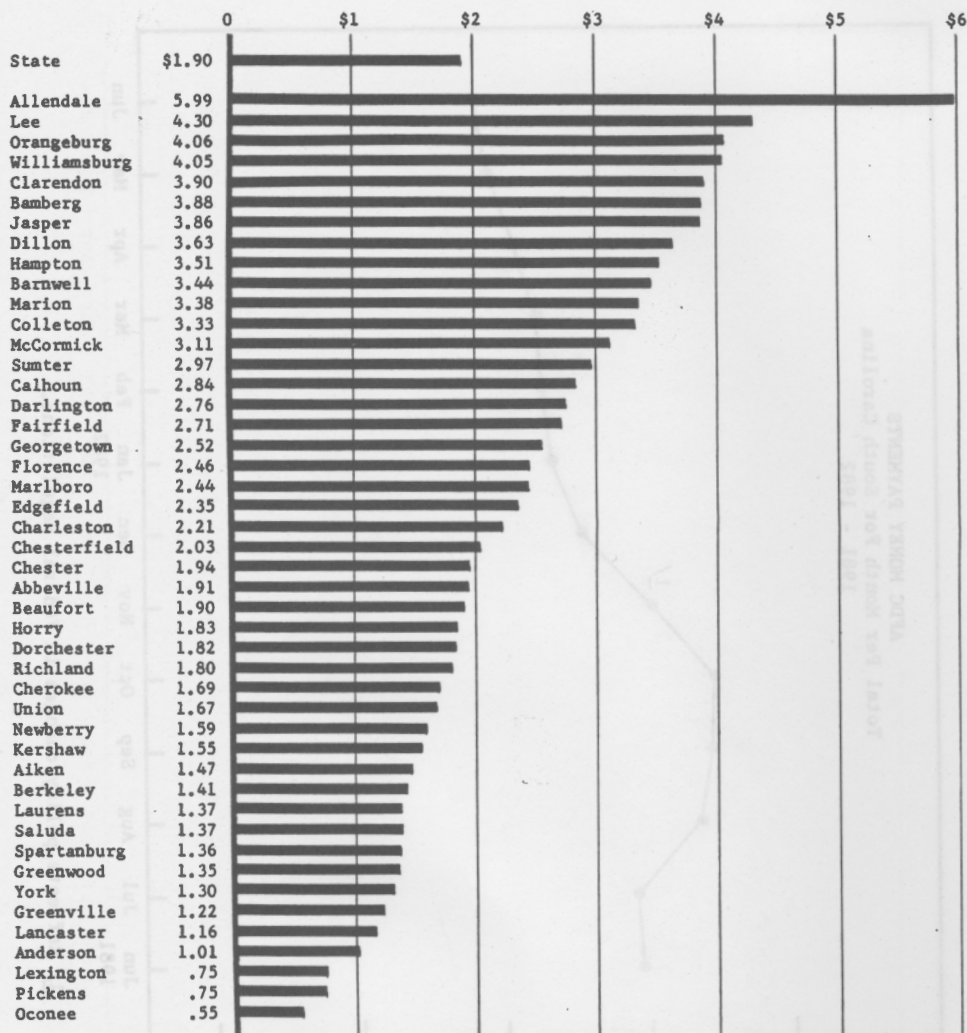


1/ 1980 population figures furnished by the Bureau of the Census.



1/ Reflects policy changes in Federal Regulations.

Chart 4  
AMOUNT EXPENDED PER INHABITANT FOR AFDC MONEY PAYMENTS 1/  
June 1982



1/ 1980 population figures furnished by the Bureau of the Census.

Participants  
in  
Thousands

FOOD STAMP PARTICIPANTS  
Total Per Month For South Carolina  
1981 - 1982

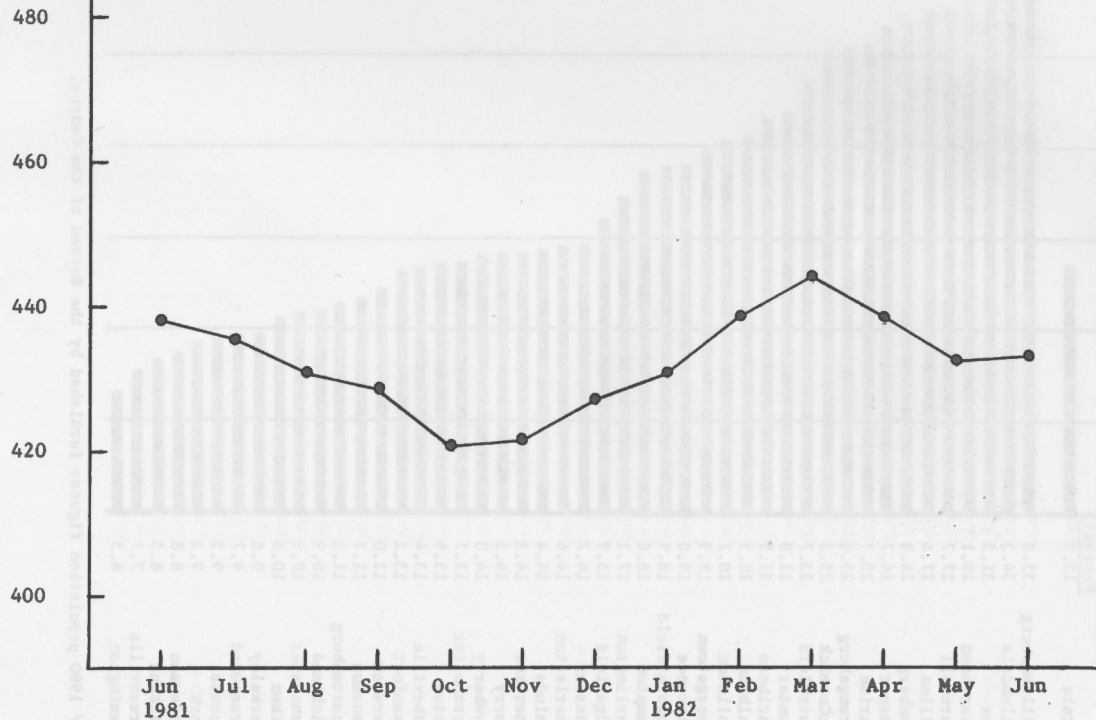
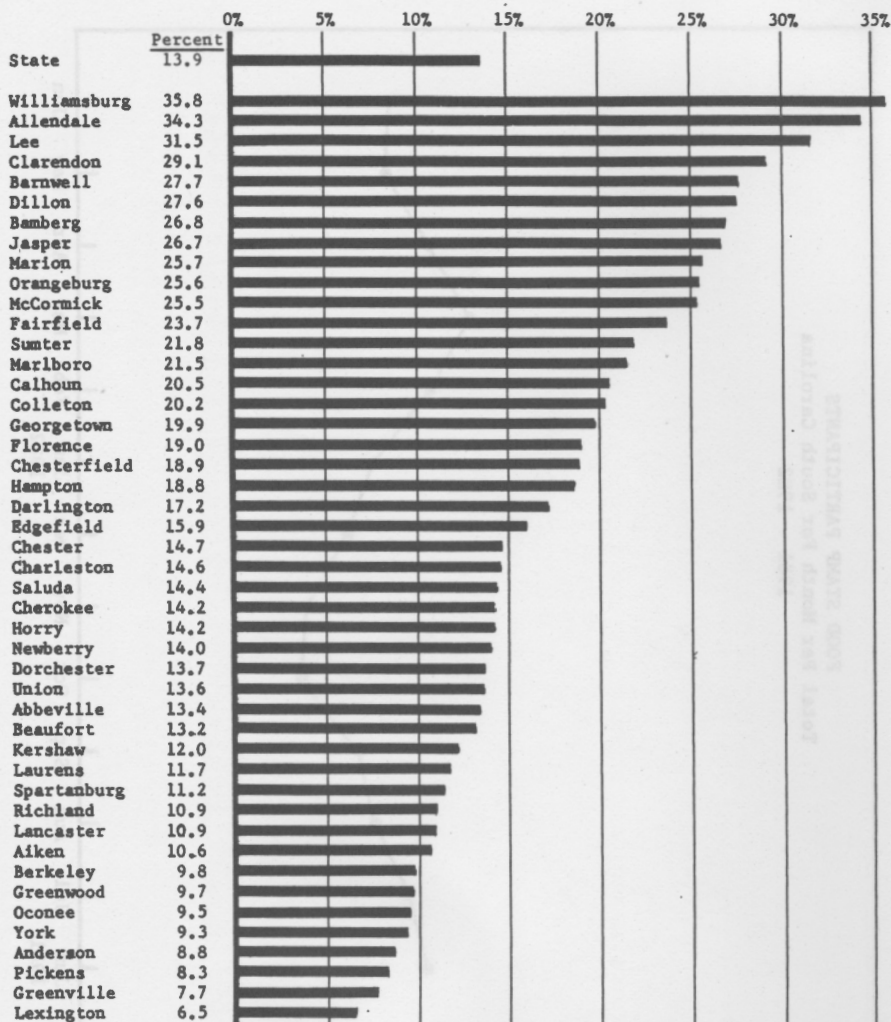


Chart 5



Chart 6  
PERCENT OF POPULATION PARTICIPATING IN FOOD STAMP PROGRAM <sup>1/</sup>  
JUNE 1982



<sup>1/</sup> 1980 population figures furnished by the Bureau of the Census.

Stamps  
Issued  
(Millions  
of Dollars)  
\$19

VALUE OF FOOD STAMPS ISSUED  
Total Per Month For South Carolina  
1981 - 1982

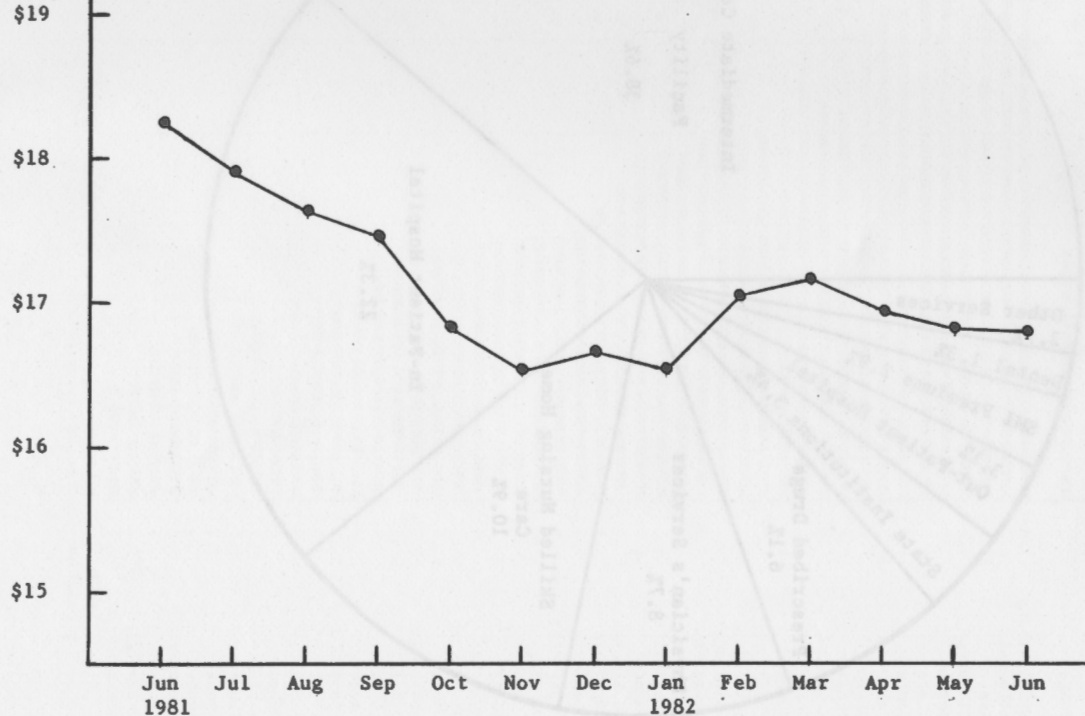


Chart 8  
Medicaid Expenditures: Percent of Total  
By Type of Services, FY 1982

